Regulations for

Master of Technology (M. Tech.)

(EFFECTIVE FROM ACADEMIC SESSION 2007-08)
Revised version(1) from the Academic Session 2014-15

NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA

National Institute of Technology
Rourkela
Message from the Director

For nearly half a century, our Institute has been counted among the leading technical institutes of the country. It has produced quality engineers for industry and Government, who have reached leadership positions in countless organizations. The industry of our country is undergoing a transformation. Design and R&D activities are gaining importance over manufacturing, marketing and management. This segment of the engineering process is boosting the demand for superior science and engineering professionals with postgraduate qualifications. Our Institute has responded to this national need by augmenting our postgraduate and research programme, opening new courses and strengthening existing courses. This changed environment is attracting some of the brightest students of the country to our M.Tech. and M.Sc. programmes.

The faculty and staff of our Institute are continuously striving to guide these gifted individuals in their studies and to create an atmosphere that is conducive to scholastic thinking. That makes all of us a special class of professionals in the society. Our Institute has a dream, the dream of being a part of the mission to make India a world leader in technology and science. We can do it through hard work, honesty, perseverance and mutual cooperation.It is my honour and pride to hand over to you – the students, staff and faculty of NIT Rourkela this booklet containing the complete regulations of the postgraduate (M.Tech.) programme in engineering. I hope, with a copy in the hand of every student and every teacher, there will be little chance of error or conflict.

There are universities and institutions that lay their primary emphasis on evaluation rather than on instruction. An open university or a professional society is essentially an examining entity that limits itself to checking a student's knowledge of the field before awarding a degree or certificate. In contrast, at NIT Rourkela, we exist for imparting instruction and for creating an environment that is conducive to learning by self-study or discussion with peers. Therefore, attendance in all classes is far more important for us than for many of your friends in other institutions. Whether you are a student or a teacher, never miss a class. That is the fundamental recipe for success. These regulations are very harsh with those who do not honour this basic foundation of our academic programme.

Continuous evaluation is another hallmark of our academic system. Your learning will be proper and your academic experience will be complete, only if you take the home assignments and class tests seriously. Needless to say, you will be fully prepared for the semester examinations without struggling during those last few days.

NIT Rourkela is an Institute with a difference. Learning of professional subjects is the basic foundation of any engineering programme. We do that; but we also go far beyond, far in terms of the quality of our project work, in terms of entrepreneurship and in terms of our breadth of knowledge. We are correctly poised for creating technology rather than assimilating it, for creating intellectual property rather than simply using someone else's invention. Our Institute has adopted one of the best intellectual property policies of the country. Let us take advantage of it. Let each one of us try to work towards realization of a patentable technology; I am sure, some day soon we shall make an indelible mark in the technological history of mankind.

With my very best wishes,

Sunil Kr Sarangi

Mission

To advance and spread knowledge in the area of science & technology, leading to creation of wealth and welfare of humanity.

Vision

To become an internationally acclaimed institution of higher learning that will serve as a source of knowledge and expertise for the society and be a preferred destination for undergraduate and graduate studies.

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1. Introduction

1.1 The provisions contained in these regulations govern the conditions for imparting courses of instruction, conducting examinations and evaluation of students' performance leading to the Degree of Master of Technology (M. Tech.).

The original regulations were made effective for the batches of students admitted in the Academic Session 2007 – 08 onwards. They were also applicable to the earlier batches with some necessary modifications as were decided by the Senate from time to time. The revised version is applicable to all students studying in the Institute on the date of its approval and all students to be admitted in future.

1.2 Disciplines: The disciplines in which the courses of study are available and degrees will be offered are given in the following table. Additional programmes will be included from time to time on recommendation of the Senate and approval of the Board of Governors.

Department	Programme Code	Specialisation	Multi-disciplinary (Yes/No)
Biotechnology and Medical Engineering	BM1	Biomedical Engineering	
	BM2	Biotechnology	
Civil Engineering	CE1	Geotechnical Engineering	
	CE2	Structural Engineering	
	CE3	Transportation Engineering	
	CE4	Water Resources Engineering	
Chemical Engineering	CH1	Chemical Engineering	
	CH2	Safety Engineering	
Ceramic Engineering	CR2	Industrial Ceramics	Yes (CR, CH, MM, ME)
Computer Science & Engineering	CS1	Computer Science	
	CS2	Information Security	
	CS3	Software Engineering	
Electronics & Communication Engineering	EC2	VLSI Design & Embedded Systems	
	EC3	Electronics & Instrumentation Engineering	
	EC5	Communication & Networks	
	EC6	Signal & Image Processing	
Electrical Engineering	EE1	Electronic Systems & Communication	
	EE3	Control & Automation	
	EE4	Power Electronics & Drives	
	EE5	Industrial Electronics	
Industrial Design	ID1	Industrial Design	
Mechanical Engineering	ME1	Machine Design & Analysis	
	ME2	Production Engineering	
	ME3	Thermal Engineering	
	ME5	Cryogenic &Vacuum Technology	Yes(ME,EE,CH)
	ME6	Plastic, Composite and Timber Engineering	
Metallurgical & Materials Engineering	MM1	Metallurgical & Materials Engineering	
	MM2	Steel Technology	Yes(MM, ME, CH, CR, EE)
Mining Engineering	MN1	Mining Engineering	

In multi-disciplinary specializations student will be awarded M.Tech degree in his undergraduate branch with the appropriate specialization mentioned irrespective of the department hosting the programme.

1.3. The provisions of these regulations shall also be applicable to any new discipline(s) that is(are) introduced from time to time and added to the list in Section 1.2.

1.4. The M.Tech. programme is ordinarily of 2 years (4 semesters) duration. Persons employed in industry and other organizations within a reasonable distance from the Institute may, however, take a "Slow Pace Programme" with consent of their employers.

1.5. The slow pace programme shall be of 3 or 4 years duration. In this case, the course work will be at least of 2 years (4 semesters) duration, the rest being devoted for Project/Thesis as usual. The course structure and the subjects to be studied remain the same as those of the regular programme. [In addition to regular and slow pace M.Tech. programmes, the Institute also offers a Master of Technology Degree by Research, named M.Tech. (Res) with greater emphasis on research, which is governed by a different set of regulations.]

1.6. The M. Tech. programme will be administered by the Departmental Academic Committees [DAC (UG+PG)] in the department level and by the PGPEC in Institute level. The Composition and functioning of the two Committees are given in Appendices-VII and VIII respectively.

1.7. The Board of Governors of the Institute may, on the recommendation of the Senate, change any or all parts of these regulations at any time.

1.8. Supplementary regulations, whenever necessary may be framed and implemented by the Senate.

2. Admission Requirement

2.1. (a) The minimum qualification for admission to any postgraduate programme is B.E. / B.Tech. in the same or a related discipline or M.Sc. in an appropriate branch of Science. The qualifying subjects for different M.Tech programmes are listed in Appendix - X. The Senate may change the list of relevant disciplines from time to time.

(b) Candidates with degrees considered equivalent to B.Tech., such as those obtained in the examinations conducted by Professional bodies (such as AMIE and AMIIM) are also eligible for admission.

2.2. All such candidates seeking admission to any postgraduate programme must have secured CGPA not less than 6.5 in the 10 point scale or secured marks not less than 60% in B.E. / B.Tech. or equivalent examination.

Universities some time record their own conversion of marks to grade or vice versa on their grade sheets. Under such circumstances NIT Rourkela will accept only the original mode of evaluation ignoring the conversion.

2.3. The Senate, or the Chairman Senate on its behalf, may relax the grade / percentage marks requirement upto CGPA 6.0 or 55% marks for candidates with proven research or professional experience in the appropriate field. The Senate's decision shall be based on published or unpublished documents produced by the candidates.

There is no relaxation of marks requirement for OBC-NCL/SC/ST/PWD candidates or any other disadvantaged group, because the stated requirements are the minimum to meet the academic requirements of the programmes. Lower standards will only enhance the probability of failure, and disadvantaged students will be victims. Preference to SC/ST/OBC-NCL/PWD students is extended through reserved seats over and above their entitlement as general candidates.

However, when the Institute admits students through a common admission arrangement, the decisions of the Central authorities will prevail.

2.4. (a) Candidates with valid GATE score and satisfying requirement as specified in Sections 2.1 to 2.3 can be given admission to any M.Tech. programme on the basis of their GATE scores directly. This is applicable for General, OBC-NCL, SC, ST and PWD candidates; OBC-NCL/SC/ST/PWD candidates being considered separately for seats reserved for the purpose.

(b) A department, with approval of the Senate, may conduct additional written and/or oral examination to choose between GATE qualified candidates. The distribution of points shall be :

GATE score : 1000 points
Written and/or oral test : 250 points

Total : 1250 points

The local test should cover relevant basic skills and the mode of examination should be fair and transparent, a purely computer based test being preferred. The procedure of selection needs to be approved in advance and announced before the selection process begins.

(c) When sufficient number of GATE qualified candidates are not available for admission to an M.Tech. programme, students meeting the rest of the admission criteria can be admitted on the basis of merit to be

decided by the department, broadly following the guidelines given under item 2.4 (d). They, however, will not be entitled to any scholarship from Government sources.

(d) For candidates without a valid GATE score, the Departments shall use the following guideline for preparation of merit list :

i) Points based on marks in the Qualifying Degree - 60

ii) Points for Written Test and/or Viva-Voce as decided by the Department - 40

Points for qualifying degree shall be computed by the formula :

Points = [% of marks in qualifying degree - 60] * 1.5

OR

= [CGPA in qualifying degree – 6.5] * 60/3.5

(e) For conducting written test or viva-voce in Departmental level, the HOD shall constitute a board and obtain the approval of Dean (Academic). Dean (Academic) will also nominate one member from outside the department to serve in the board.

2.5. (a) Sponsored candidates can take admission in PG programmes of any discipline against quota fixed by appropriate authorities (such as MHRD or Board of Governors of the Institute).

(b) The norms and procedures of admission of sponsored category students are enumerated in Appendix - XI.

2.6. The Institute with approval of the Senate, may join a Central Counselling System for admission to M.Tech. programmes. In such a case the regulation of the Central authority will be applicable. If seats are still vacant, they will be filled as per rules 2.1 to 2.4.

3. Admission Process

3.1. Admission to First semester of M.Tech. programme will be as per approved Academic Calendar. Ordinarily admission is given only in the Autumn semester. Applications for admission is made on Form AC/201. Sponsored students must fill up Form AC/202 [Part-I and Part-II] in addition to Form AC/201.

3.2. In case of selection on the basis of written test and/or interview as one of the components, applicants will be intimated through the Institute website at least one week in advance. The Institute may reduce this duration considering the time constraint between the dates of admission and starting of classes.

3.3. (a) In addition to regular and sponsored candidates, foreign nationals who satisfy clauses 2.1 to 2.3 and who are either (i) selected for award of Government of India scholarship under an approved programme or (ii) permitted by the Govt. of India to undergo studies as self-financing foreign students may also be admitted.

(b) Foreign nationals who passed the qualifying degree examination (B.Tech., M.Sc. or equivalent degree) from an Indian Institute or University may follow the same procedure as followed by Indian students in addition to that in clause 3.3(a).

3.4. At the time of admission the student is required to provide the following documents:

(a) A certificate for proof of age (Birth certificate or Board certificate).

(b) Pass certificate and grade card (or mark sheet) of the qualifying examination.

(c) College leaving certificate/Transfer Certificate.

(d) University Migration certificate. (If applicable)

(e) 3 recent passport size colour photographs.

(f) Application for enrolment on Form AC/201

(g) GATE score card (if applicable)

(h) Reservation Category certificate (if applicable)

A provisional admission may be given if any of the certificates is not produced. It has to be submitted before date a to be fixed by the Senate, failing which admission will be cancelled and all fees deposited including caution money will be forfeited. Normally this date shall be September 30 of the admission year.

3.5 students who will fail to submit their result/certificates by 30th September are required to submit a letter from their concerned Universities/affiliated colleges by 15th December to the effect that all examinations leading to qualifying degree were completed before admission at NIT Rourkela and the result is awaited. With the above letter and

presently available result (if published in any form, may be downloaded from the website) students will make an application to the Institute, based on which they may be given extension of time for submission of result/certificates till 31st March of the same academic year.

3.6 Students appearing examinations (regular or supplementary) after originally scheduled date of examination by the University/Institute are not covered under clause 2.4. The studentship of such students will be terminated and all dues paid (except mess dues) will be forfeited.

3.7. Sponsored candidates must produce the following additional documents at the time of admission:

(i) Employment Certificate in support of 2 years' full time employment in a regular position in the sponsoring organization along with relevant documents such as pay slip, appointment order and ID card. This completion of 2 years' full time employment shall be counted on 31st July of the admission year.

(ii) Documents to prove that he / she has been officially relieved of his / her duties for the purpose of joining the M.Tech. programme.

(iii) Certificate stating that his / her services are retained by the employer, and that he/she must serve at least 2 years in the same institution after completing M.Tech. at NIT Rourkela.

3.8. Candidates seeking admission to the Institute's M.Tech. programme have to produce all supporting documents / certificates in original and pay the required fees (Appendix - V) as printed in the Institute's information brochure for that year of admission. Original certificates (except GATE score card, TC, Migration and Conduct) will be returned after verification.

3.9. The fees to be paid during admission and during continuance of study are subject to change as decided by Board of Governors of the Institute and applicable to all students of the Institute irrespective of their year of admission.

3.10. The department will assign a faculty member to each batch/specialization of students to serve as 'Faculty Adviser', during first year or till completion of the course work. He will serve as a mentor to the students and shall proactively monitor their academic progress. He will approve selection of elective courses, liaison with course teachers in matters of students' attendance and performance, recommend leave of the students to HOD, and communicate with their parents. His role is critical in case of academically weak or de-motivated students, who need to be guided out of their academic or social situations.

After a student successfully completes two semesters (four semesters for slow pace students) of course work, his thesis supervisor will serve as his faculty advisor till the student graduate or leave the Institute.

3.11. The Institute reserves the right to cancel the admission of any student and ask him to discontinue studies at any stage of his career on grounds of unsatisfactory academic performance, unsatisfactory attendance or indisciplined behaviour.

4. Academic Calendar

4.1 The academic session is divided into two semesters each of approximately 17 weeks duration: An Autumn / Odd semester (July – November) and a Spring / Even semester (January – May). In addition, a summer session (May – July) may be offered at the discretion of the Senate under special circumstances.

4.2 The candidates have to take admission to the institute on the dates as per Academic Calendar approved by the Senate. Under special circumstances, e.g. foreign students nominated by the Government of India or a serious medical illness, the Director may condone delay up to one month from the starting of classes. Senate may condone delay beyond one month if satisfied with the situation.

4.3 The Senate will approve the academic calendar consisting of schedule of activities for a session inclusive of dates for registration, Mid-semester and End-semester examinations/evaluations etc. well in advance of start of a semester. The academic calendar shall usually provide for at least 80 working days (including examination dates) in each semester, excluding holidays and days when classes are suspended.

4.4 The academic calendar will also reflect the scheduled holidays. Classes lost in holidays need not be compensated. In addition to holidays, the Director, in capacity of Chairman Senate, may announce suspension of classes when a situation so demands. Such suspended classes may or may not be compensated on a weekend/holiday as per decision of the Director.

4.5 Unlike many traditional universities in India, NIT Rourkela's academic programme is based on a direct contact between the teacher and the student. The teacher enjoys considerable freedom in deciding the contents and method of instruction, evaluation and grading. The printed syllabus is a guideline, rather than a legally enforced

constraint. It is mandatory for the class (teacher and students) to conduct all scheduled classes. There is no concept of "finishing a course" because the syllabi are flexible, and permit instruction and practice till the last day of the semester.

5. Course Structure

5.1 The duration of the course leading to M. Tech. degree will ordinarily be two years. A student may, however, opt for the slow pace programme if he does not feel comfortable with the workload. The maximum duration allowed to complete the M. Tech. programme is 4 years (8 semesters) and 5 years (10 semesters) for students granted withdrawal with the intention of returning to the Institute for one year to complete the project work.

5.2 The curricula of the different M.Tech programmes as proposed by the respective departments and recommended by the Postgraduate Programme Evaluation Committee (PGPEC) shall have the approval of the Senate. The departments will also prepare the syllabus of each subject containing the scope of studies and instructions to be imparted which must have the approval of the Senate.

5.3 (a) All subjects will have Lecture – Tutorial – Laboratory / Design components (L–T–P) to indicate the contact hours. Theory courses will have 3-0-0 (3 credits) or 3-1-0 (4 credits) structure, the latter being generally discouraged. Design or laboratory courses will be offered as distinct 0 – 0 – 3 (2 credits) or 0-1-3(3 credits) courses without being mixed with lecture components. There may be a few special courses of structure 0-0-2 (1 credit); but such courses are discouraged. Some courses may have pre– and co-requisites. Co-requisite courses may be taken in the same or different semesters.

(b) Normally, courses based on engineering or scientific principles or on thought - provoking information, where it is possible to conduct a closed book examination, will be taught as theory courses, whereas those based on applications and practice (conceptual, computational or experimental) will be covered under Design or Practical courses. The dividing line between the two, however, is fuzzy and will be decided by Departmental Academic Committees.

(c) All subjects will have a credit count 'C'. Teaching of courses will be reckoned in terms of credits.

(d) Every course, identified by a single course identifier, shall normally be taught by a single teacher, who may be assisted by adjunct faculty, teaching assistants, postgraduate and research students, and by other faculty members. The administrative responsibility including decision on contents of instruction and examination as well as submission of grades shall rest solely on the course teacher. The academic office will recognize only one teacher per course, who will be a regular member of the Institute faculty unless otherwise arranged with approval of Director.

(e) Student feedback on courses [Forms AC/118 and AC/119] assist a teacher to improve the contents and delivery. It is the duty of every student to give his thoughtful response to the questions in Form AC/118.

5.4 The prescribed coursework shall be grouped under 2 heads – core courses and professional electives. The core courses, not to exceed 40% of the course load will cover all essential skills associated with a given department and specialization. Professional electives will be taken from a list prescribed by the department, covering courses from the same and allied departments. These courses shall reflect the different specialized topics in a field including the latest developments taking place around the world. Provision of electives helps a student to further specialize on his chosen field.

5.5 The curricula will contain 5 theory and 4 laboratory courses each during the first two semesters. The second year will be totally dedicated to project work supplemented with Summer Research Project to be counted in 3rd semester and comprehensive viva-voce in 4th semester. The total credit load will be at least 102 credits.

5.6 The summer vacation will constitute a part of the 3rd semester. A student will carry out a mini project during the summer vacation, which should be distinguished from the traditional summer training or SIRE (Short term Industrial or Research Experience) undergone by UG students. The summer project (an internship in industry or an R&D institution, an assigned work in the Institute or a combination of the three) will carry 4 credits which will be counted in the 3rd semester.

The summer project (either in-house or industrial) will be assigned and monitored by the student's thesis supervisor. It may be related to the thesis topic or may be an independent work, to be decided by the thesis supervisor. The topic and place of work will be decided before the middle of the Spring Semester.

There is no summer or winter vacation for M.Tech. students.

5.7 In addition to regular course work, an M. Tech. student must carry out a major project in final year under the guidance of one or two supervisors. The project will be of 2 semesters duration and carry 20 credits in each semester.

While the Principal Supervisor shall normally be a faculty member of the department, the second supervisor can be from the same or another department, or from another organization. In special circumstances, the Principal Supervisor may be from another department.

In addition, there shall be a 2 credits course on "Research Practice" under the same supervisor in the 2nd semester covering identification of research topic, literature review, planning of research scheme and systematic documentation. While it is expected that the final year project will be in the same area, it can be different if the research advisor so directs.

5.8 Every programme shall provide a "Seminar and Technical Writing" course [2 credits] in each of four semesters where the students shall learn and practice essential writing and presentation skills, and attend seminars by reputed engineers and scientists organized by the Departments. Evaluation of the course Seminar & Technical Writing will be done based on the following four components:.

   a) Attendance in seminars (at least four)

   b) Term paper based on Literature review and analytical work

   c) Poster on a topic with rich graphic components.

   d) Patent Search (at least one)

All these components will be submitted by the students online for the evaluation by the teacher. The submitted documents (the best ones) will be archived for study by future students.

5.9 The 4th semester programme shall contain a comprehensive viva voce of 4 credits. It will cover all material learnt in course work over the first two semesters and basic skills learnt in course of the project work. It will be conducted by a board constituted by the HOD in consultation with the DAC (UG+PG).

5.10 When circumstances so permit, it will be possible for a student to spend a semester or more in another NIT, IIT or another reputed institute of comparable standing and transfer the credits to NIT Rourkela. The core (compulsory) courses should preferably have a one-to-one correspondence between the participating institutions. The Senate shall constitute a course equivalence committee to establish the adequacy of the education received in another institution.

5.11 All instructions, practices and examinations will use the SI system of units or any unit system recognized by Government of India.

5.12 Slow Pace programme for local students :

The M. Tech. programme is also offered in the slow pace mode to students from Rourkela area who are employed in Government or private institutions and cannot join full time programmes. Under the slow pace programme a student will be registered for half the courses in a semester and will take 4 semesters to complete the course work, and upto 4 years to complete the full programme. There is no other concession and no compromise in quality. Such students are required to take one year leave from their sponsoring organization after successful completion of course work to complete their project work unless permitted by NIT Rourkela to carry out the project in the place of employment on the strength of facilities available in the sponsoring organization and this will be decided at the time of admission.

The student is not entitled to a hostel room but will be attached to a hostel for administrative purposes. He needs to pay full tuition and other fees for all semesters of study at par with regular students even if he takes only partial academic load. In case a student completes 8 semesters with a few F grades or has a course CGPA less than 6.00, he must leave the Institute without obtaining a degree.

6. Registration

6.1 Every student of the M. Tech. programme is required to be present and do semester registration at the commencement of each semester on the date fixed and notified in the Academic Calendar.

The registration process has 4 components:

(a)   Pre-Registration for the said semester, to be done during the previous semester.

(b)   Physical presence of the student in campus on the first day of the semester. This may not be applicable to students permitted officially to go out for their project work. Their cases will be dealt with on case to case basis depending on the nature of permission granted.

(c)   Payment of semester fees including any unpaid dues of past semester(s), and

(d)   Selection of courses to be studied during the semester.

For selection of courses, a "Pre-Registration" process shall be organized during the previous semester. Based on pre-registration data, low demand courses may be dropped, student strength in high-demand courses may be limited and sections may be formed. If courses of a student's choice are not available, he may be given alternative courses with the consent of his Faculty Advisor. Students who fail to do pre-registration must pay late registration fee at the highest level.

Semester fees including hostel dues are to be paid during the period as decided by the Institute. In deserving cases, particularly students receiving an external scholarship or a bank loan, the Institute may permit deferment of payment of fees beyond the date notified with a late fee. If a student fails to pay the fees, his result for the semester will remain withheld and he will not be in a position of registering for the next semester, unless specifically approved by the competent authority.

6.2   Registration of students in each semester will be organized by the Academic Section. The registration will be done in respective departments supervised by the Faculty Advisors; the choice of subjects being finalized by the student and his Faculty Advisor. Payment of dues etc. will be verified by the Academic Section. An appropriate semester registration form (Form AC/109) will be used for the purpose.

Once registered, a student may amend the registration within 10 working days of original registration date. The same Form (AC/109) shall be used for the purpose with "Amended Registration" marked on the top.

6.3   A student who does not register on the day announced for the purpose, can register within next 10 working days on payment of an additional fee as prescribed by the Institute. Normally no late registration shall be permitted after the tenth working day from the scheduled date, except in special cases like those directed by MHRD or MHRD approved authorities in 1st semester, a serious medical problem, a family calamity or participation in a national event, to be approved by the Director on recommendation of Dean (Academic). However, under no circumstances, even with approved leave, late registration after 45 calendar days from the scheduled date of registration is allowed. A student must repeat the semester in the following year. In case of late registration, all classes between the expected date of registration and the actual date will be considered as absence. The student may, however, apply for leave to Dean (Academic), if admissible under leave rules". No special allowance may be claimed in the matter of assessment / evaluation or grading.

6.4   Registration of only those students will be approved who have:
      (i)   Completed pre-registration or paid applicable late registration fee.
      (ii) cleared all Institute and Hall dues of the previous semester(s)
      (iii) paid all prescribed fees for the current semester during the period notified (unless otherwise permitted)
      (iv) not been debarred from registering for a specified period on disciplinary or any other ground
      (v)   satisfied all academic requirements
      (vi) not been struck off the rolls of the Institute.

6.5   Students who secure SGPA not less than 5.00 in the First semester will be permitted to register in the Second semester. However, students with SGPA less than 6.00 in the first semester are advised to register for second semester in slow pace in order to avoid the possibility of leaving the Institute after second semester pre-maturely. Fellowship for such students will be temporarily suspended till publication of second semester results. If the CGPA improves above 6.00, fellowship will be restored with arrears. If the CGPA is still less than 6.00 at the end of second semester, the student shall leave the institute. The unpaid scholarships of second semester will not be paid. Students whose CGPA is below 5.00 at the end of first semester shall leave the Institute.

6.6   To be able to register in the 2nd year (3rd semester) and continue his/her study in the Institute at the end of 1st year, a student must

      (i)   complete satisfactorily at least 32 credits of courses prescribed for the two semesters, i.e., secure 'P' or higher grade in at least 32 credits. [The courses with F grade must be cleared as backlog papers in 3rd and 4th semesters to qualify for a degree.], and

(ii) obtain a Cumulative Grade Point Average (CGPA) of not lower than 6.00 (considering all courses including those in which the student has secured an F grade).

The method for calculating SGPA and CGPA is illustrated in Appendices I & II.

6.7 While registering in 3rd or 4th semester, a student will register for backlog papers of 1st or 2nd semester respectively. A student need not attend classes in papers registered as "backlog papers". <u>He has to sit for both mid-semester and end-semester examinations</u> and the grade will be awarded based on the scores of the latest examinations. The Teacher's assessment component will be same as that given by the instructor in the original semester, when he attended classes. The registration for backlog papers must be done at the time of semester registration. In all such cases of "backlog paper", the grade awarded will be one step lower than what the student actually obtained, except for the grade 'P' which remains unchanged. A student can appear in a backlog paper only once per subject, in the year following the year when he took the course for the first time.

6.8 Alternatively, a student may opt to repeat a course afresh, in which case he will attend classes, and there will be no reduction of grade awarded. He will, however, be ineligible for awards of medals and prizes which are based on academic performance. If regulations and examination schedule otherwise permit, a student may register for an even semester elective in odd semester and vice versa. A student may change an elective course if he satisfies the pre-requisites and if the timetable permits.

6.9 Ordinarily a student is not permitted to repeat a course in which he has obtained a P or higher grade. But if his CGPA is less than 6.00 he may repeat courses to improve the grade. He is also permitted to replace one elective course by another. In such cases, he will be ineligible for medals and prizes based on academic performance.

6.10 A student who has been debarred from appearing at an examination either (i) as a measure of disciplinary action or (ii) for adopting malpractice at an examination and consequently awarded a grade "X" is not eligible to appear in an examination as a backlog paper. He needs to formally register for the course and attend classes as per rules.

6.11 If a student is debarred from examination or his paper cancelled due to unsatisfactory attendance, he will be given 'X' grade in that paper. He will need to register for the course afresh and attend classes.

6.12 If a student spends a part of his time in third or fourth semester in course work (except as backlog papers) as a consequence of poor grades or unsatisfactory attendance in first two semesters, his thesis submission date will be forwarded by one semester. His thesis will be evaluated along with those of the next batch students, and he will be awarded the degree in the following year. The extension period will be without fellowship.

6.13 **De-registration:** A student can de-register one or more courses of his choice if he feels that total credit load is too high for him or his performance in the class as well as mid-semester examination is not satisfactory. This de-registration of course(s) can be done till two weeks prior to the start of the end semester examination or any other date fixed by the Senate. The grade in a deregistered course shall be UR. In such case, the student may not be able to complete the programme in 2 years.

7. Attendance and Leave

7.1 (a) Unlike many examining universities, NIT Rourkela's academic programme is based primarily on the teaching-learning process. Attendance in classes, participating in class room discussions and participating in the continuous evaluation process is the most essential component of the academic programme. All teachers and students must appreciate that the number of classes scheduled for a course under the approved academic calendar and time table must be held during the semester. Form AC/117 gives the format of a monthly attendance sheet.

(b) If because of personal leave or official duty, or on student request, a teacher is unable to hold a class on the scheduled hour, he will hold the compensating classes at a mutually convenient hour. A teacher may communicate with his class by announcing in the class, through messages on Institute and hostel notice boards or through e-mail. Attendance in these compensatory classes is mandatory for every student.

(c) A teacher, at his discretion, may hold additional classes beyond what is originally scheduled, particularly when several classes are lost due to holidays or suspension of classes. Attendance in these classes are also mandatory for the students.

7.2 Attendance in all classes (Lectures, Tutorials, Laboratories, Seminars etc.) and in research laboratories is compulsory. A student shall be debarred from appearing at an examination or, if he has already written the examination, the grades will be rejected on ground of unsatisfactory attendance, if the attendance is below what is prescribed in clause 7.3, or if in the opinion of the course teacher the student has not participated effectively in the

class in terms of home assignments, class tests etc.

In such a case a student shall be given 'X' grade, and the student will need to register for the course once again and attend classes with seriousness.

7.3 (a) Considering that attendance in classes, participating in the teaching-learning process is the basic foundation of our academic programme, a student is expected to attend all classes conducted as per Institute calendar and time table. However, to provide for exigencies, absence to the extent of 15% (approximately) of scheduled number of classes in every course will be condoned as a matter of routine.

(b) In deserving cases, a further relaxation of 15% (i.e., 30% of scheduled number of classes) may be given; but the student's grade will be reduced by one step. A 'P' grade will be reduced to 'F', and the student will be permitted to register for the course as a backlog paper in the following year.

(c) The following table gives the number of classes that a student may miss with or without penalty in grade.

L-T-P	without penalty	with reduction of one step in grade
3-0-0	6	12
3-1-0	8	16
0-0-3	2	4
0-1-3	2	4

It may be noted that missed classes are of 1 hour duration in theory courses and of 3 hour sessions in lab (0-0-3) or (0-1-3) courses.

(d) If a student has attendance lower than that prescribed under item (c), he/she will get 'X' grade. He will register for the course in a subsequent semester. In such a case he may not be able to complete the programme in two years.

(e) The Institute will fix a cutoff date before every examination to compute the percentage of absence.

(f) In case there are truly exceptional circumstances, the Senate or the Director as Chairman Senate, may relax attendance requirements as they think fit.

7.4 In the project duration, if a student has poor attendance or unsatisfactory record of active work in the department, the following provisions will apply. The "project duration" starts soon after completion of the second semester (say on May 16 or another convenient date fixed by senate and posted on the Academic Calendar) and continues for a full calendar year (365/366 days).

No of working days absent	Earliest date of thesis submission (Start May 16)	Additional absence permitted	Reduction of grade	Date of oral examination	Year of award of degree
0-20	Normal (along with current batch)	Not applicable	None	Normal (current batch	Current year
21-40	End of Mid semester exam of following (Autumn) semester	10 days	One step	Along with current batch of students	Current year
41-60	End of Autumn semester (Registration required)	15 days	None	Along with next batch of students	Next year
➢ 60	Register afresh in Autumn +Spring of next year	20 days	Not applicable	Along with next batch of students	Next year

Hospitalization leave, if any, or leave sanctioned for attending conferences or student activity etc. will not be counted against the student. Casual leave availed by the student, if any, will count within the 20 days of absence permissible.

Heads of Departments will arrange oral examinations for only those students who have cumulative absence within 40 days during the "project duration". For other students steps recommended in table above will be implemented. No scholarship is admissible during the extension period.

7.5   An M.Tech student is eligible for following leaves per academic year to be permitted by the Head of the Dept. [Dean(SW) for (b) &(c)] on recommendation of the faculty advisor:

a)   An M.Tech student is entitled to 15 working days of "Casual Leave" in a year for the purpose of scholarship only. For this purpose the first year starts with admission and ends with the last examination of spring (second) semester. The second year starts the day after and ends on completion of the 4th semester. This leave will not govern academic record, neither in first year nor in second year. Leave under course work will be governed by the provision of 7.3 above while that during the project duration is described in clause 7.4.

b)   Absence upto 15 days in an Academic year will be treated as leave and there will be no deduction of scholarship. Absence for 16 – 20 days, scholarship will be deducted at the rate of per day. Absence beyond 20 days, for one day of absence two days salary will be deducted.

c)   M.Tech students are not entitled to Medical leave for the purpose of fellowship. Details regarding Medical leave is described in Appendix – XIII {Policy on sanction of Medical leave).

Penalty can be imposed on the students producing false medical documents; the minimum penalty being deduction of one month scholarship and extension of minimum thesis submission period by 3 months, repeat cases being referred to ISDC. In case of unauthorized absence, fellowship will be deducted proportionately and further academic penalties may be imposed.

d)   Family calamity: Dean (SW) may sanction leave upto 20 working days in a semester on ground of a family calamity. Death of a parent or sibling, a serious illness (involving a serious heart, brain or kidney disease, any kind of cancer, or a major operation of a parent) will normally satisfy requirement for sanction of leave.

e)   Family functions (social or religious), illness of family members, participation in student activities such as organizing functions or raising money, preparing for other examinations or searching of jobs are not adequate grounds for leave of absence from classes including project work.

f)   Ordinarily leave must be sanctioned before the student leaves the campus. In case of emergency a student may leave campus without prior approval, but must inform his/her thesis supervisor / faculty advisor over telephone/email at the first available opportunity.

g)   The total leave sanction under sub-clauses (b) and (c) combined shall not exceed 30 working days in a semester.

7.6   A married female student will be entitled to maternity leave twice in her career up to a maximum duration of 180 days in total and will be paid full fellowship/scholarship during her maternity leave period. However, without compromising in the academic front, the duration of programme of study will be extended to the extent of leave period. The student will not be eligible for fellowship/scholarship if the extended period is beyond the maximum period approved for fellowship/scholarship. Semester registration is mandatory for every semester covering leave period.

7.7   A student may be given mess rebate (in units of one day) by the Warden of the hall for the period of approved leave and permission to leave station. For this purpose he must produce the approval by the competent authority and submit a photocopy if the Warden so desires. Medical 'rest' while in Rourkela will not qualify for mess rebate, nor will absence from hostel without proper approval to leave station. Minimum duration of absence should be 5 days to qualify for mess rebate.

7.8   No sanction of leave is necessary if a student wants to leave station over weekend or holidays except when there is a scheduled compensatory class. No mess rebate is admissible for such absence. The student, however, is required to inform the Warden of his hall of residence and his faculty or thesis advisor before leaving Rourkela. Such permission is essential (though not sufficient) for sanction of any hospitalization leave, if such a situation arises.

7.9   Form AC/111 will be used by students seeking permission [upto 10 working days total in a semester (except summer session)] with or without financial support to travel for academic, extra-curricular or T&P work. Such absence from classes shall NOT be counted as leave.

8   **Assessment of Performance**

8.1 There will be continuous assessment of a student's performance throughout the semesters and grades will be awarded by the course teachers.

8.2 In general, there is no strict marks-to-grade linkage. The following should be taken as a guideline to ensure uniformity of grading among all courses.

(a) For arriving at a grade obtained by a student for a particular course, initially numeric marks obtained by the student out of 100 (hundred) are to be determined and then the same is to be converted to letter grade following the guidelines given in Appendix–II.

(b) For theory subjects, the subcomponents and the respective weights assigned to them are given below.

Subcomponent   *Weight*

Teacher's Assessment (T.A.) 20%

Mid-Semester Examination 30%

End-Semester Examination 50%

(c) For assigning marks in Teacher's Assessment (T.A.), performance in home assignments, class tests, tutorials, quizzes, viva-voce, attendance etc. are to be considered. It is recommended that at least two class tests for 4 credit theory courses and 1 test for 3 credit theory courses are to be conducted for a subject. The weights of different subcomponents of T.A. may be announced to the students by the teacher at the beginning of the Semester.

(d) In case of students given an F, I or X grade, the teacher must submit the marks under different heads to the Department Office or computerized data base for use in future.

(e) For assignment of marks in design/laboratory component (P – component) the relevant subcomponents that are to be considered are: regularity, day-to-day work, pre-class study, practical skill, quality of observation and quality of lab records etc. Percentage weights of the different subcomponents in deciding the final marks are to be announced at the beginning of the Semester. The evaluation process must be completed before the beginning of end semester examination.

Unlike purely examining universities, design and laboratory courses at NIT Rourkela will put greater emphasis on day to day work than on end semester examinations. To the extent possible, design and laboratory work should be completed and evaluated every class thus ensuring continuous evaluation. No external examiner shall be associated with evaluation of design/laboratory or theory courses.

8.3 Class tests, assignments, tutorials, viva-voce, laboratory assignments, etc., are the constituent components of continuous assessment process, and a student must fulfill all these requirements as prescribed by the teacher of the subject. If due to any compelling reason (such as participation in national / international events with due approval of the institute, personal illness, a family calamity etc.) a student fails to meet any of the requirements within the scheduled date and time, the teacher may take such steps (including conduction of compensatory tests/examinations) as are deemed fit to ensure a fair assessment of merit.

9. Examination

9.1(a) The Examination Unit of the Academic Section will centrally conduct the Mid-semester and End-semester Examinations in respect of theory subjects unless otherwise arranged.

The examinations will normally be "closed book type", where the students are not permitted to bring any material from home or hall of residence. All necessary charts & tables will be provided by the Institute. It is the course teacher's responsibility to recommend the material to be provided, and to check with the Examination office that the arrangement has indeed been done. While normal scientific calculators are permitted, other electronic devices such as programmable calculators and calculators containing communication devices and mobile phones are forbidden. Any exception to these provisions must be specially approved by the Senate.

All question papers submitted by the teachers will be treated as "confidential documents" till the end of the examination of the subject concerned. It is an open document after the examination is over. The institute will archive question papers in physical and electronic form, and make them available to future students.

On request from a department or student, the Institute shall provide sick room facility within the Institute or in a nearby hospital as deemed convenient by the Institute to assist students who may fall sick during the examinations.

(b) The answer scripts will be dispatched by the examination office to the Subject Teacher (Examiner) on the same day or on the immediate next working day of the examination. If the concerned examiner is not available on that day, the copies will be handed over to the respective Heads of the Department (or Department office) who will pass on the copies to the concerned examiners at the earliest. It is the joint responsibility of the subject teacher (examiner) and the HOD to ensure that the scripts are examined and the grades submitted before the due date.

9.2   (a) A student will be permitted to appear in an examination, only if he/she has:
   (i)   attendance record as per these regulations in theory and laboratory classes and has completed the assigned works,
   (ii)   paid all Institute and Hall dues of the semester.
   (iii) not been debarred from appearing in the examination as a result of disciplinary proceedings, or on recommendation of the subject teacher.
   (iv)   has formally registered for the subjects at the beginning of the semester.

   (b) A student may be debarred from appearing at the Mid-Semester or End-Semester Examination in the subject if his

   (i)   attendance at lecture/tutorial/laboratory classes in that subject has not been satisfactory during the period, and/or,

   (ii)   performance in the assignment works in that subject during the semester has not been satisfactory.

9.3   The final grades awarded to the students in a course must be submitted by the teacher, within ten days from the date of holding the Examination to the concerned Head of the Department for onward transmission to the Examination Office, which has to be done by the Head on the same or next working day. The teacher will submit a separate report on all students obtaining F or I grades on Forms AC/121 and AC/122. A teacher, at his discretion, may display the grades (including partial lists) on his door or on any electronic platform. Display of grades by a teacher is for benefit of students, and cannot be cited for legal purposes.

9.4   The Examination unit will place the results and statistical reports of all examinations before the PGPEC, which will examine them and recommend to the Senate for approval. In case the Senate meeting is delayed, the recommended results can be published with approval of the Chairman, Senate. The same may be ratified by the Senate it its next meeting. The Senate has the authority to correct any mistake in the results, even if they are already approved by the Chairman.

9.5   For the benefit of and as a process of learning by the students, the scripts after correction of all class tests, mid-semester examinations, assignments etc. will be shown to the students within 3 weeks from the date of Tests / Examinations. The evaluated scripts of the end-semester examinations are to be shown to the students at the beginning of the next semester, but not later than 2 weeks from the starting of classes. There is no limit on how early a teacher can show the evaluated scripts to the students.

9.6   Any change of grade of a student in a course [Form AC/120], consequent upon detection of any genuine error of omission and/or commission on part of the concerned teacher, must be recommended by the Departmental Academic Committee and forwarded by the Head of the concerned Department to the Academic Office within three weeks from the date of commencement of the next semester. Every Department will send one comprehensive report for each semester in a standard format.

9.7   If a student is dissatisfied with his/her grade, he/she may bring it to the attention of the teacher within two weeks from the first day of commencement of classes in the next semester.   The teacher may change the grades if he finds an error in evaluation or reporting of grade. The teacher will report the change of grade to the Departmental Academic Committee [Form AC/120] along with all relevant papers (answer scripts, attendance register, grade calculation sheet etc) before a specified date. The DAC only with the Head of the Department will examine the records in detail, and if convinced, will submit a consolidated report as per standard form to the Academic office for correction of records. The records will be presented by the HOD before the grade change committee chaired by the Director, whose decision will be final. If the student still feels aggrieved, he/she will file a formal complaint with Dean (Academic) through his/her faculty advisor and HOD with a copy to the teacher (evaluator).   If no complaint is filed within one month from the first day of classes in the next semester, the student is deemed to have accepted the results and no further change of grade is permitted.

9.8   The teachers are expected to retain all answer scripts, assignments and laboratory records for a period of two months from the starting of classes in the next semester. After that the material may be disposed off, except for

the students who have filed a complaint. In case of complaint filed before the expiry of two months, the material need to be saved till all disputes are settled and final grade awarded. All relevant material will be handed over by the teacher to the Head of the Department for safe keeping in the department office. The teacher, at his discretion, may retain a photo copy.

9.9   (a) Appearing both at the Mid-Semester and End-Semester Examination of theory courses is compulsory. Normally, if a student fails to appear in the Mid-Semester Examination without any valid reason he/she should get zero for that component. If his case is examined and cleared as per Clause 8.4 (ii)(b), the student will be permitted to sit for Alternative Mid-Semester examination in the same year. In such cases, the grade will be reduced by one step, but not below the grade P. In deserving cases, the student may be given full credit only if he has a 95% attendance in the course.

         (b) If a student misses the End-Semester Examination due to compelling reason like participation in an national / international event with due approval of the Institute, serious illness of himself or a calamity in the family, he may appeal to the Dean (Academic), through his faculty advisor and Head of the Department for permitting him to appear at the Supplementary Examination(s) if offered, subject to fulfilling of attendance requirement. [See Appendix XI for rules on Supplementary exams]

         (c) A student must apply in Form AC/113 to appear in an alternative mid semester or supplementary end semester examination.

A Sub-committee of the Post-graduate Programme & Evaluation Committee (PGPEC) consisting of the following members shall examine all applications for alternative mid-semester and supplementary examinations. The committee will recommend those cases for a repeat examination where student has missed the original examination for sufficiently valid reasons.

PGPEC Sub-Committee for examinations

(i)	The Dean (Academic)	- Chairman
(ii)	The Dean of Student Welfare	- Member
(iii)	The Professor-In-Charge of Examinations	- Member
(iv)	Deputy/Assistant Registrar (Academic)	- Secretary
(v)	Faculty Advisor of the student	- Invitee

The student will be given an 'I' grade (Incomplete) till the alternative mid semester and supplementary examinations are conducted. On availability of the grades from the teacher, the Examination unit will reduce the grades by 1 step, except for those students who have a 95% attendance record. Full credit is admissible only in case of students having 95% attendance (not more than 2 lost classes in theory courses and 1 session in laboratory courses) in the subject and writing alternative mid semester/supplementary examination after missing the mid/end semester examination.

In case of prolonged illness of a student, if he/she misses both the End-Semester Examination and its Supplementary, if any, the student must register for the courses as a backlog paper. In that case the student shall be awarded an I grade till he clears the paper.

10. Withdrawal

10.1. In case of a student already employed (sponsored students), or if he secures new placement (including long term internship), he may be allowed to become non-resident on the recommendation of Faculty adviser and Head of the Department and with approval of the Director after he has completed successfully two or three semesters of course work respectively. [Students with any F, I, X or UR grade at the end of second semester will not be granted withdrawal.] The student so permitted has to pay the prescribed fees in all subsequent semesters till submission of thesis. In such cases, however, the student has to submit the dissertation not later than four/five years from the date of admission.

10.2. Students who discontinue their study without taking a formal withdrawal as per clause 10.1 shall be deemed to have abandoned the studies. The names of such students will be struck off the rolls and no fees including caution money of Institute & Halls will be refunded to them.

10.3. The following arrangement will be made for carrying out the project after a student takes withdrawal from the Institute in accordance with clause 10.1:

(i) Withdrawal of regular M. Tech students is permitted only after completion of 3 semesters of study. The student shall work under the guidance of his present supervisor (if the supervisor certifies it to be feasible) and submit his thesis at least one year after his normal date of submission. He will be evaluated and awarded degree along with the next batch of students.

(ii) Sponsored students, who had indicated so at the time of admission, may return to their place of employment for carrying out the project. Such a student shall have 2 supervisors: the Principal Supervisor from the Institute and the Co-supervisor from industry decided at the time of admission. If the student seeks withdrawal after the completion of mini project during the summer vacation, the credit (4) of the mini project will be counted for the 3rd semester. If the withdrawal is sought before the completion of the mini project, the student has to work on a new summer project under the guidance of the external supervisor in the place of employment which should not have a bearing on the thesis.

10.4 Students will not be entitled to any fellowship after taking withdrawal from the course.

10.5 Students taking withdrawal will register for the paper Seminar & Technical writing twice during withdrawal period, and take the course in the normal mode along with the other students.

10.6 Students who have taken withdrawal must report to the department when so directed for the purpose of seminar, viva voce and other modes of evaluation.

11. Project Work and Submission of Thesis

11.1 The project is an important component of the Institute's M.Tech. programme. It gives an opportunity to the student to express his creative talents and prepare for his future career.

11.2 Each topic will be taken by one student only. In case of specially challenging problems, larger teams may work on a single problem; the supervisor will define the individual contribution so that each student's research problem becomes unique.

11.3 The Departmental Academic Committee will invite research topics for M.Tech. projects from its own faculty (including adjunct faculty) and from other departments across the Institute towards the middle of the first semester. One member of the Committee may be designated to coordinate this activity. Faculty members may propose project topics, singly or in collaboration with a colleague from the same or another department. Co-Supervisors from industry or other institutions may also be accepted. The topics should be advanced in academic content and, preferably, relevant to industry/field application. It is expected that research topics offered by an academic group fall into a pattern, and reflect the long term research plans of the faculty members.

11.4 The Departmental Academic Committee will assign research topics to students at the end of the first semester, after taking into consideration the requirements of the projects and choice of the students.

Initial assignments of projects will generally be broad titles, which will crystallize as the work progresses. It is not mandatory for the student or his supervisor to inform the DAC about such incremental changes. In case of a major change of field during the course of a work, the DAC should be informed to decide if the student shall need additional time to complete the work.

11.5 M.Tech. projects may be analytical, computational, experimental or developmental or combination thereof. The department will make the necessary resources available to the students, including access to laboratory and computing facilities outside normal working hours. It will be the moral and legal responsibility of the supervisor (s) to arrange the facilities. Students are encouraged to discuss such matters with their supervisors, and if not satisfied, with HODs and higher authorities.

11.6 The Institute encourages research projects in collaboration with industry, R&D organizations and other reputed educational institutions. Such projects must be proposed and actively pursued by the faculty supervisor, instead of being a private arrangement between the student and the external Institution. The supervisor may propose to DAC a co-supervisor from the collaborating institution. The student may accept financial support from the external institution, to offset the additional cost of travel, and living expenses. But he cannot accept a second fellowship/scholarship while enjoying a fellowship from the Institute.

The Institute specifically discourages internships in industry where a student works in an organization without active participation by his supervisor in pursuing the research topic. Indicators of such arrangement are initiation

of a problem after allotment of research topics, interview of the student by the company, long stay of student in the premises of the employing organization with intermittent visit to the Institute, absence of meetings between the supervisors from the industry and the Institute, withholding of information in the thesis by the company, absence of share of IPR to the faculty supervisor etc. Reputation of the industry, expertise of its engineers and standard of the research topic do not justify non-participation of the student in the Institute's academic programme.

11.7 The Head of the Department is the competent authority to approve travel of students for all academic purposes including those for working on research projects irrespective of the duration. Travel support from the Institute, however, needs to be approved by Dean (Academic) if the period of support exceeds 30 days. In case of joint R & D projects with industry or another institute, the HOD may obtain financial approval from Dean (Academic) for the expected number of visits and cumulative duration of stay right at the beginning of the project period. During the year, the student may travel only with permission of HOD and be reimbursed the expenses.

11.8 Each student will be given an official "Project Record Book" by the Institute. Guidelines for Project Book is given in Appendix-III. All concepts, drawings, formulas, derivations, experimental observations, graphs, charts, photographs, computer flow charts and pseudo codes must be recorded by the student on this note book, which must be produced before all evaluation boards. There shall no blank pages in between the writings.

11.9 The student is required to submit formal project reports at the end of 3rd and 4th semesters, that submitted at the end of the 4th semester being in the form of a well bound thesis. The Departmental Academic Committee will constitute one or more evaluation boards, for continuous monitoring of the projects. The Boards will examine the day to day records and conduct viva-voce and/or oral presentations by the students at least twice in each semester.

11.10 For the purpose of assignment of a grade, in the 3rd semester the following will be weightage of the different components.

Mid Semester assessment by Supervisor (*Based on day to day work as recorded in official record book and observation of supervisor*)	=	20%
Mid Semester assessment by Evaluation Board (*Based on record of work presented in summary report, official record book* and oral or poster presentation)	=	20%
End Semester assessment by Supervisor (*Based on day to day work as recorded in official record book and observation of supervisor*)	=	20%
End Semester Assessment by Evaluation Board (Based on work presented in summary report, official record book, publication preprints, experimental demonstrations)	=	20%
Project Report *(assessed by Evaluation Board through oral or poster presentation)*	=	20%

Irrespective of the score in the first 3 segments, a student needs to perform satisfactorily in the last 2 segments in the end of semester evaluation. Dean (Academic) or the Academic Oversight Committee may, at their discretion, depute an observer from another department to the evaluation boards for monitoring the evaluation process. If the monitor puts up an adverse report, the evaluation may be repeated by a new Board appointed by the Senate or the Chairman Senate on its behalf.

11.11 For the assignment of a grade in the 4th semester, the weightage of the different components will be same as that in the 3rd semester, except for the addition of an external examiner to the Evaluation Board. The Project report will be in the form of a neatly bound thesis covering the work of both semesters.

The external examiners will be selected by Dean (Academic) out of a panel of five experts suggested by the Departmental Academic Committee. Depending on the number of students and the variety of topics either one or two external experts may be invited. The invitation will be issued by the Deputy/Assistant Registrar (Academic), further correspondence regarding date of oral examination and travel plans being made by the HOD or his nominee.

Note: The external examiner will be shown the project record book of the students.

11.12 On completion of evaluation, the Departmental Academic Committee or its subcommittee constituted for the

purpose shall decide the grade awarded. If the performance of a student is unsatisfactory in the last two segments (40 points) the Committee may recommend one of the following:

(i)   rewriting of report and submission for evaluation,

(ii)   extension of time for completion of the work (the time duration is to be specified), [No fellowship to be given during extension period.]

(iii) complete repetition of the project in the following year.

The resubmitted thesis will be evaluated by the Committee in the absence of the External Examiner and the grade will be sent to the examination unit. The committee may, at his discretion, seek advice of the external examiner.

11.13   Students who have been absent for a substantial duration during the project period, or have otherwise invested less than required time will be granted extension of time on recommendation of the supervisor or of the Evaluation Board. Such extension will be without fellowship.

The extension of duration (calendar days) shall approximately three times the number of working days lost by unauthorized absence during the project period.   If the extension of thesis submission is for a duration less than 4 months, the oral examination can be carried out along with the same batch students. Otherwise, a student can complete his work and submit his thesis; but his thesis will be evaluated along with the student of next batch.

11.14   On completion of the examination process a student shall submit three sets of loose copies of the thesis (plus one for each additional student doing the same project or additional supervisors) to the Head of the Department who will forward the same to the Academic office for hard binding (one for the student, one for the Central Library and one for the Departmental Library). The student is also required to submit two electronic copies of the thesis in prescribed format (PDF)/ latex to the HOD after uploading in the e-thesis. The paper and electronic copies of the thesis will be archived in Institute and Departmental libraries and will be distributed by the Institute through Internet and other means.

11.15   Rights to all intellectual property generated in the project shall be distributed equally among the students, technicians and the supervisors, except where the concerned workers mutually settle on a distribution formula. If a project is supported by a sponsor, the sponsoring organization will be given IPR as per the contract, and the balance divided among the faculty, students and technicians.

11.16   Like course credits, it will be possible for a student to carry out his project in another NIT, IIT or institution of comparable standing in India or abroad under the joint supervision of faculty members of both institutions, and transfer the credits to NIT Rourkela. Such arrangements will need the approval of the Senate [or Chairman Senate on its behalf] on case to case basis.

12.   Graduation Requirement

12.1   In order to qualify for the M. Tech. degree of the Institute, a student must:

(a)   complete all credit requirements for the degree as laid down in the prescribed curriculum of the discipline, with a minimum grade ' P ' in each subject.

(b)   obtain a CGPA of 6.00 or higher at the end of the semester in which he completes all the requirements of the degree, separately in both course work (1st and 2nd semesters) and thesis (3rd and 4th semesters) components.

(c)   have cleared all dues of the Institute, Halls of residence, Library, Department and Student Activity Centre.

12.2   Normally a student should complete all the requirements consecutively in four semesters for the M. Tech. degree. [Six semesters in the Slow Pace programme.] Students taking withdrawal in the middle of a programme will be governed by rules given in Section 10.

12.3   All graduating students are required to submit their suggestion for improvement of courses to the Director in Form AC/123. The suggestions will be summarized on Form AC/124 and presented before the Senate.

12.4   Students who do not satisfy all graduation requirements within 4 years (5 years for students granted withdrawal under clause 10.3) from the date of admission will leave the institute without being awarded a degree.

13. Award of Degree

13.1   The year in which a student clears all papers of M. Tech. degree including project work, seminar and viva-voce will

be mentioned in the degree Certificate and Grade Card as the year of passing irrespective of his year of admission.

13.2 Students passing in Autumn and Spring semesters and in any special examination will be getting their degrees in the next convocation and will be deemed to have graduated in the academic session ending in the month of June of the academic year in which he completed all academic requirements.

13.3 No class or division will be awarded with the M.Tech. degree.

14. Medals and Awards

Medals and Awards shall be given to the deserving students every year in the convocation of the Institute. A student recommended for award of a medal or award should have ordinarily cleared all papers in single chance and should not have been awarded any punishment during his career by the Institute's Disciplinary Committee. Students, who have repeated a course to improve grades, have taken more than 4 semesters to complete a programme will not be eligible for medals & prizes based on academic performance. They are however, eligible for all other awards, e.g., those based on performance in sports or cultural activities.

Students who have been penalized in terms of reduction of grade by 1 step because of backlog paper will be eligible for medals & awards, if they are still able to stand at the top in spite of these penalties.

All gold medals should be of at least 10 grams of 22 carat gold.

The medals and awards awarded by the Institute to M.Tech students basing on academic performance are the following:

1. **Institute Gold Medal for the Best Postgraduate (M.Tech.)**

   This is a Gold Medal awarded to the student securing highest CGPA among all recipients of M.Tech. degree considering all specializations of the passing out batch of the Institute.

2. **Institute Silver Medals**

   These medals are awarded to the students securing the highest CGPA in each specialization of M.Tech, programme. If two specializations of M.Tech run in one department, there will be two silver medals. A procedure similar to award of Institute gold medals will be followed in selection of the awardees.

3. **Endowment Medals and Cash Awards**

   These medals and awards are awarded by donors to NIT students in appreciation of their academic performance. The rules and procedures are to be approved by the Senate in case-to-case basis. Some medals are awarded during a student's stay in NIT, while some are intended for graduating students. Medals awarded to continuing students will be given on Institute Day, while those awarded to graduating students will be given in the evening function (if any) associated with the Annual Convocation. Medals of high value, typically exceeding 10 grams of gold, will be awarded during the convocation function. Such awards may be presented in the convocation only if the time permits. The Senate will announce the list of such medals from time to time.

   Endowment medals and cash awards will be reviewed after every 5 years for viability. At that point of time if it is found that the interest on the deposit is not sufficient to give the award or medal, the donor will be requested to donate more funds. If sufficient funds are not available the medal or cash award will be discontinued. Detailed rules on the award of endowment medals and awards are given in Appendix – IX.

4. **Academic Prizes**

   These prizes are awarded to the students securing 1st, 2nd or 3rd positions in each specialization of M.Tech programme every year. These positions are calculated considering the academic performance of students in Autumn and Spring semesters of a particular academic year.

   The eligibility and the no. of prizes to be awarded in a specialization are governed by the following rule:
   a) CGPA or SGPA (as the case may be) ≥ 8.0
   b) For n is the sanctioned strength in a specialization
      i) One prize (1st only) will be awarded if n < 30,
      ii) Two prizes (1st & 2nd) will be awarded if 30 ≤ n < 60, and
      iii) Three prizes (1st, 2nd & 3rd) will be awarded if n ≥ 60

In all cases when there is a tie, consideration of GATE score/rank will be used for breaking the tie and the student with higher score/rank will be eligible for the medal/prize. In case of a tie between a student with GATE score and a student without GATE score, the student with GATE score will be eligible for the medal/prize. If the tie still persists, B. Tech/M.Sc percentage score will be used as a tie breaker.

15. Conduct and Discipline

15.1 Students shall conduct themselves within and outside the campus of the Institute in a manner befitting the students of an Institution of National standing.

15.2 Detailed rules regarding conduct and discipline are given in Appendix–IV.

16. Change of Specialization

No change of specialization is permitted in the M.Tech programme once the admission process is over.

17. Residential Requirement

17.1 The Institute is essentially a residential one and unless otherwise permitted [Form AC/104], every student shall be required to reside in and be a boarder of a Hall of Residence to which he/she is assigned.

17.2 A student permitted to stay outside the Halls will be attached to one of the Halls. He is permitted to participate in all the Hall activities. All female students permitted to stay outside the Hall will be attached to the Ladies Hall.

17.3 The terms and conditions that a student must fulfill during his/her stay in a Hall of Residence are mentioned in Appendix–VI.

18. Fees and Refunds

18.1 A student admitted to any programme shall be required to pay, at the time of joining, and also in subsequent semesters, prevalent tuition and other fees as prescribed by the Institute till he is on the roll including the period beyond the normal two-year duration. There is no discount in fees for reduced academic load. Normally the fee structure will not change during the programme; but if the Institute revises the structure in the middle of a programme, a student is obliged to comply. The fee structure is given in Appendix – V.

The fees will be collected under the broad heads: Admission fee, Tuition fee, Students' Activity fee, Hall seat rent, Caution money and miscellaneous fees. Boarders will also pay all Hall dues in time. Students permitted to stay outside have to pay part of the Hall fees such as Hall Admission fee, Hall seat rent and Hall Establishment fee and any other fee fixed by the Senate from time to time. Caution money collected will be returned at the end of the programme after due adjustment, if any, except for those who leave the Institute prematurely.

When a student leaves the Institute on successful completion of the course, caution money deposit is refundable after deduction of dues and charges, if any.

18.2 If a student is removed or he withdraws/leaves the Institute in the mid-session without completing the entire course, all fees paid including the caution deposit will be forfeited by the institute. Mess advance may be refunded after deduction of dues, if any.

18.3 If a student with fellowship/scholarship (Institute / QIP/ project / external) withdraws/leaves the Institute in the mid-session without completing the programme, the entire amount paid to him/her towards fellowship need to be returned by the student before leaving the Institute.

18.4 Forms AC/107 and AC/108 should be used by the students to seek permission for paying tuition and other dues (except normal semester registration fees) to the Institute or halls of residence.

18.5 If a student fails to register in one semester, he may do so, during the registration for the following semester with a late fee. If a student does not pay fees and register in two consecutive semesters, his name will be struck off the rolls permanently.

19. QUALITY IMPROVEMENT PROGRAMME (QIP)

The Institute offers M Tech and Ph.D. degrees to Engineering College teachers under the Quality Improvement Programme (QIP) of AICTE. The following regulations will govern the QIP M.Tech. programme, in addition to the regulations dictated by the sponsors.

19.1 The studentship programme under the QIP will be administered as per the rules set by the AICTE.

19.2   The students admitted under the QIP will be treated at par with the regular students of the Institute as far as their academic programme is concerned. It will be administered by the Academic Section of the Institute, which will also look after their admission, stipend and release.

19.3   The research expenses of QIP students will be met from departmental grants. 100 % of the contingency grant will be transferred to the Departmental Operating grant for maintenance of equipment and computing facilities provided to QIP students, and for research consumables. The students' expenses towards travel for academic work, conference expenses, research consumables etc. will be met from the Departmental Operating grant at par with regular and sponsored M. Tech students.

19.4   The travel and daily allowances of QIP students will be same as that of other sponsored students of the Institute.

19.5   All travel for data collection or presentation of papers must be approved by Dean(Academic). The TA claims are to be approved by the respective Heads of the Departments/Centers.

19.6   QIP students will be entitled to casual and medical leave at par with regular students of the Institute as mentioned in clause 7. Leave is not transferable to or from their parent institutions.

19.7   If a QIP student cannot complete his academic programme before the end of his period of deputation (from his parent institution), he is required to seek withdrawal from the Institute to join his parent institution, prior to the expiry of his deputation. His request for withdrawal will be examined by his DAC and its recommendations will be forwarded to the Academic Section. The student should make arrangement for completion of his academic programme.

19.8   A QIP student will be given release order by the Deputy/Asst Registrar (AC) on completion of or taking withdrawal from the academic programme, surrendering accomodation, and clearing all dues to the Institute.

19.9   A QIP M.Tech student shall use forms AC/354,355,356,359,360 for various activities to those used by other students.

20. Transition issues

These regulations shall come into effect from AY 2014-15 Autumn Semester. Students enrolled prior to this date shall also be covered under these regulations, except when the implementation of these regulations leads to obvious anomalies and serious hardship to the students. The final decision on each specific issue will be taken by the Senate (or Chairman Senate on its behalf) on case-to-case basis.

21. Dissemination of Information and Issue of Certificates

21.1   A copy of this document shall ordinarily be given in print or electronic form to every M.Tech student on admission to NIT Rourkela. It will also be made available on the Institute's web site. Not possessing a copy, however, shall not exempt a student from complying with these regulations.

21.2   The Deputy/Assistant Registrar (Academic) is authorized by the Institute to issue formal certificates of studentship [Form AC/115] and Expenditure Certificate [Form AC/116]. Dean (Academic) will sign all certificates of studentship on behalf of the Director when external agencies seek such certificates from Head of Institution.

21.3   On publication of final results a student will be issued a provisional certificate on Form AC/127 and a college leaving-cum-migration-cum-conduct certificate on Form AC/126. Form AC/127 will be signed by Dean (Academic) on behalf of the Director, while Form AC/126 will be signed by Deputy/Asst. Registrar (Academic) and Dean (Academic). The final degree certificate will be signed by Registrar and Director.

22. Exceptions

22.1   Notwithstanding anything stated in the rules, the Senate can make special provisions and exceptions depending on the merit of a case. Such cases shall not be cited as precedence in future occasions of similar nature.

22.2   In emergency situations, the Director in capacity of the Chairman Senate, can exercise powers of the Senate and discharge the functions of the Senate. Such decisions must be reported to the Senate in its next meeting.

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Build an environment that is conducive to academic pursuit, nurturing creative thoughts and inculcating a spirit of inquiry.

Promote free exchange of knowledge and experience with others, while respecting each other's right to intellectual property.

Ensure quality, speed, economy and transparency in all spheres of our activities.

Create a truly multicultural community and promote cultural bonding and teamwork among all.

Provide opportunity to every member of the Institute for achieving academic excellence, developing all round personality and realizing his or her full potential.

Adopt state-of-the-art technology in all endeavors.

Serve the society around, using the knowledge and expertise of the Institute.

Quality Policy

Every student and employee of NIT Rourkela as well as all external agencies providing service to the Institute shall strive to achieve quality, speed and economy (in that order of importance) in all their endeavors. They will employ and create TECHNOLOGY to enhance productivity, protect the environment and uphold human dignity.

APPENDICES

<u>GUIDELINES FOR AWARD OF LETTER GRADES</u>

1. In general there shall be no rigid marks-to-grade linkage. Difficulty levels of the examinations, tests, assignments, viva-voce and other factors that contributed to the final marks are to be considered by the teacher / coordination committee of a subject while converting marks into letter grades. Still adherence by teachers to these guidelines will help in evolving a common standard that is easy to implement and easy to understand.

2. (a) The grades 'F' and 'Ex' are to be considered as bench mark grades.

    (b) Ordinarily the cut-off marks below which a student would be assigned and 'F' grade is 35/100 in theory courses and 40/100 in for the laboratory courses. These cut off marks may be lowered to the extent of 5 marks at the discretion of the course teacher.

    (c) The exceptionally brilliant performance is to be assigned an 'Ex' grade. Even the best student of any class needs to be judged against best students of previous batches to be awarded the 'Ex' grade. Normally a score of 90 out of 100 shall give an Ex grade; but this threshold may be lowered to the extent of 10 points at the discretion of the course teacher.

3. In case of a relatively large class and/or classes where the performance level depicts more or less a normal distribution:

    (a) Teachers should strive to set up standards so that the average performance (around mean value of marks) yields a 'C' grade. However, if by the teacher's/coordination committee's perception the general level of the class is considered to be appreciably higher than that of other batches, the average performance may be assigned 'B' grade.

    (b) All other marks for grade conversion are to be done relatively with respect to the average performance in between (but excluding) the 'F' and 'Ex' grades, which have already been assigned, by choosing appropriate boundary marks between grades.

    (c) Normally, in a reasonably large class of students distribution of grades is expected to be as follows:

Ex	:	≤ 10%
A	:	10 – 20 %
B,C,D	:	20 – 35% each
P	:	10 – 25%
F	:	0 - 5 %

    In extreme cases, teachers may present the results to DAC and seek its advice before final submission.

4. For classes where there is a reasonably uniform or normal distribution of marks, conversion from marks to grade may be done using the table given below.   However, the teacher may, on his/her perception of the difficulty level of assessment process undertaken, lower the boundary (cut-off) marks of Ex grade to the extent of 10 marks and that of the P grade to the extent of 5 marks.

Range of Marks	Grade
(90 – 100)	Ex
(80 – 89)	A
(70 – 79)	B
(60 – 69)	C
(50 – 59)	D
(35 – 49)	P for Theory Courses
(40 – 49)	P for Laboratory Courses
< 35	F for Theory Courses
< 40	F for Laboratory/Design Courses

    Once the threshold marks for Ex and P grades are defined by the teacher, the threshold marks for other grades may be worked out proportionately.

    While the above scheme is prescribed for large classes, it is not binding on the teacher of any course, who is at liberty of fixing his own grade scheme.   It is, however, necessary for the teacher to record the grade scheme, if different from the table given under this clause.

5. All the requirements for the laboratory courses are to be satisfied by a student within deadline set-up by the teacher/coordination committee before the start of the end-semester examination. If a student, due to a reason like participation in national / international event or illness of himself/herself or calamity in the family, cannot complete a particular course, the teacher/coordination committee may allocate him/her additional time with permission of Dean (Academic). In this case, an I-grade may temporarily be allocated to the student in the subject. However, the requirement has to be fulfilled within 3 weeks after the end of the end-semester examination and the grade finalized.

6. There is no provision for formal examination in laboratory courses. If a student cannot clear a particular laboratory course, he/she will be assigned the grade 'F' in that subject. In extra-ordinary circumstances, to be decided by the Senate or the Chairman, Senate on its behalf in consultation with subject teacher and concerned Head of the Department, a student may be given a chance to complete the laboratory requirement in the summer or winter vacation. If a student cannot satisfactorily complete the laboratory work and again gets 'F' Grade in the laboratory, he/she has to repeat the subject in the next academic year, or carry it forward to the project semesters where he may complete the courses deferring the project courses to summer vacation and beyond.

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APPENDIX – II

GRADING SYSTEM

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

Performance	Letter grade	Grade point per credit
Excellent	Ex	10
Very Good	A	9
Good	B	8
Fair	C	7
Average	D	6
Pass	P	5
Fail	F	2

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

I - for "Incomplete Assessment"

X - for "Debarred" *(due to poor attendance, examination malpractice, disciplinary action, not clearing a paper due two years earlier or any other reason)*

UR - for "Unregistered or De-registered" (*a student needs to register for the course afresh and attend classes.)*

The grade I be converted to the normal letter grade when the assessment process is over or when the student completes the examination. Normally, he does not have to attend classes for the conversion.

A student gets grade X in a paper for one of the following reasons: Very poor attendance in class (<70%), examination malpractice, disciplinary action or for failing to clear a course in 2 years (once in the normal semester and once as back log). Grade X yields no credit points; but it is counted as a course taken, albeit unsuccessfully.

When a student is required to register afresh for a course and to attend classes, he is given the status "UR" in that course. Such a situation shall arise when a student proceeds in slow pace without registering in an expected course or voluntarily deregisters during the semester.

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

$$SGPA = \sum_{i=1}^{n} c_i g_i \bigg/ \sum_{i=1}^{n} c_i$$

Where 'n' is the number of subjects registered for in the semester, 'c_i' is the number of Credits allotted to a particular subject, and 'g_i' is the grade points carried by the letter corresponding to the grade awarded to the student on the subject. SPGA will be rounded off to the second place of decimal and recorded as such. The SPGA would indicate the performance of the student in the semester to which it refers.

3. Starting from the second semester, at the end of each semester S, a Cumulative Grade Point Average (CGPA) will be computed for every student as follows:

$$CGPA = \sum_{i=1}^{m} c_i g_i \bigg/ \sum_{i=1}^{m} c_i$$

Where 'm' is the total number of subjects the student has registered for from the first semester onwards up to and including the semester S, '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 and SGPA will be rounded off to the second place of decimal and recorded as such. All courses registered will count towards calculation of SGPA and CGPA. In addition to registered courses, a student may 'audit' additional courses with the consent of the teacher. Those courses will not appear in official records and will not count towards calculation of SGPA and CGPA.

The CGPA would indicate the cumulative performance of the student from the first semester up to the end of the semester to which it refers. The SGPA, CGPA and the grades obtained in all the subjects in a semester will be communicated to each student at the end of every semester. For determining the inter se merit ranking of a group of students, only the rounded off values (to 2 decimal places) of the CGPAs will be used.

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 will 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 will finally be recalculated after taking into account this (these) grade(s).

5. When a student gets the grade 'F' in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only '2' points for each such 'F' grade. After the 'F' grade(s) has/have been substituted by better grades during a subsequent semester, the SGPA and the CGPA of all the semesters, starting from the earliest semester in which the 'F' grade has been updated, will be recomputed and recorded to take this change of grade into account.

6. Courses with status "UR" and "I" will not be counted in calculation of grade point averages; i.e. the corresponding figures will appear neither in the numerate nor in the denominator. In contrast, courses bearing F and X grades will be counted in SGPA and CGPA calculation, adding 2 and Zero POINTS PER credit for F and X grades respectively to the numerator and full points in the denominator.

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APPENDIX – III

GUIDELINES FOR USE OF PROJECT RECORD BOOK

1. The Project Record Book constitutes the bonafide record of project work carried out by undergraduate, postgraduate and research students of NIT Rourkela.

2. The book contains day to day record of all conceptual, analytical, laboratory and computational activities carried out by a student as a part of his project.

3. It is a permanent record of academic activity and contains intellectual property created by the student and his supervisor.

4. The book should be treated with respect and maintained with care. Pages must not be torn or used for rough work.

5. The student should record all his thoughts, observations, flow charts, computational steps etc., directly on this notebook. Use of second rough book and final copying to this record book is discouraged. No cognizance of those extra books will be taken for evaluation.

6. All information recorded here must start with a date on the left margin. The work of the day must be organized into sections such as objective, experimental or computational methods, observations, program flow charts, pseudo-codes, conclusion, discussion etc., as relevant to the problem at hand. Short computer prints, photographs, charts and graphs may be pasted neatly wherever necessary.

7. The supervisor should examine the progress of the student and record his observations, comments and suggestions in a regular manner, typically once every week.

8. The student must produce this record book before all Examination Boards for evaluation and grading of his day to day performance, and for award of medals and prizes. The first evaluation of the project will be made basing on the record book only.

9. On completion of the project, the student must surrender this book to his supervisor for archiving. If the same problem is continued by students of the following batch, the supervisor may choose to give it to those students for the sake of continuity. Projects with supervisor intellectual material may be sent to Departmental Library for permanent archival.

10. The students who do work worth publishing and/or patenting are advised to proceed with those activities. The IPR Cell of the Institute will organize the patenting process.

11. All M.Tech. students shall be provided with Project Record Books as per need with no limit on the number of books used. Blank books will be provided by the Department office or by the Academic Section.

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APPENDIX – IV

RULES REGARDING CONDUCT AND DISCIPLINE

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

1. Students shall show due respect to the teachers of the Institute, the Wardens of the Halls of Residence, the Sports Officers and the Officers of the National Cadet Corps; proper courtesy should also be extended to the employees of the Institute and of the Halls 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 to anybody. Any act of physical or mental pressurization of junior students, individually or in group, will be considered as an act of ragging. Ragging also includes forcing junior students to meet seniors outside institute premises, or in places where a student has no valid reason to be present, asking irrelevant questions or using abusive language. Ragging will be considered as gross indiscipline and will be severely dealt with, which may include expulsion from the institute.

   Any incident of ragging inside or outside the campus must be reported to a warden, the chief warden or a faculty member designated to look after ragging issues by any student, senior or fresher, who has witnessed an incident. Failure to report a ragging incident will be considered a serious offence, even if one is not personally involved in it.

   If a junior student yields to any form of ragging by senior students and does not inform the Institute or hall

authorities, or willfully withholds the information in an enquiry of ragging incident, the matter will be treated as indiscipline on the part of the junior student and invite punishment comparable to those against ragging itself. Willful withholding of complaint by a junior student does not automatically exempt a senior from punishment.

3. The following acts of omission and/or commission and comparable offences shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:

Furnishing false statement of any kind in the form of application for admission or for award of scholarship or prizes etc.

- Furnishing false statement to the Disciplinary Committee, or willfully withholding information relevant to an enquiry.
- Organizing or participating in any activity that has potential for driving fellow students along lines of religion, caste, home state, batch of admission, hall of residence or any other unhealthy criterion.
- Physical or mental harassment of freshers through physical contact or oral abuse.
- Getting involved in a brawl or fight with persons inside/outside the Institute, either alone or in a group, irrespective of who initiated the conflict.
- Willfully damaging or stealthily removing any property belongings of the Institute, Hall or fellow students.
- Adoption of unfair means in the examinations.
- Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
- Organizing or participating in any group activity except purely academic and scientific programmes in company with others in or outside the campus without prior permission of the Dean of Student Welfare.
- Mutilation or unauthorized possession of library books.
- Not cooperating with faculty, officers or security personnel investigating a potential disciplinary issue.
- Resorting to noisy and unseemly behaviour, disturbing studies of fellow students.
- Disturbing in drunken state or otherwise an incident in academic or student function or any other public event.
- Not obeying traffic rules on campus, not following safety practices or causing potential danger to oneself or other persons in any way.
- Displaying lack of courtesy and decorum, resorting to indecent behaviour any where within or outside the campus.
- Not intimating his/her absence to the Warden of the hall before leaving campus.
- Getting involved in an activity that violates state or national laws.

Commensurate with the gravity of the offence, the punishment may be

1. Reprimand,
2. Additional work in the institute,
3. Debarment from student activities and elections and captaincy of sports teams,
4. Debarment from medals and prizes,
5. Partial (one month or one semester) or complete debarment from campus placement,
6. Reduction in grade in one or more courses,
7. Award of F, X or UR grade in one or more courses with or without forcing to study in slow pace,
8. Expulsion from the Hall of Residence,
9. Rustication for a specified period, or
10. Outright expulsion from the Institute.

Punishments under items (5) to (9) will constitute "Major Punishments" and will debar a student from all academic medals and prizes, as well as important non-academic awards.

In addition, for economic offences (either misappropriation of money or damage to Institute property), the cost to the Institute will be recovered along with a penalty which may be up to ten times of the cost recovered.

5. For a minor offence committed (a) in a hall of residence, (b) in the department or a class room and (c) elsewhere, the warden, the head of the department and the dean of student welfare, respectively, shall have the authority to reprimand, impose fine or take any other suitable measure. All cases involving punishment other than reprimand or fine shall be reported to the chairman of the standing disciplinary committee in a formal manner.

6. (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 Institute Standing Disciplinary Committee appointed by Senate. The Institute Standing Disciplinary Committee consists of the following ex-officio and other members:

   • Dean of Student Welfare - Chairman

   • Chief Warden of Halls of Residence -Member

   • Two members of faculty nominated by the Senate, for a period of two years -Members

   • Three students (one from UG, one from PG or Research and one female student either from UG or from (PG or Research) nominated by the Director for a period of one year -Members

   • Deputy / Assistant Registrar (Academic) -Member Secretary

   • Wardens of the Halls of Residence of the concerned students, Vice Presidents of SAC and other faculty members may be invited to the proceedings of the ISDC at the discretion of the chairman as per need.

   (b) The Institute Standing Disciplinary Committee shall investigate complaints, examine available evidence and recommend punishment.

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

   (d) Proof of guilt need not necessarily be at the same level as necessary in a court of law. The committee, in order to protect the academic rights of a greater body of students, may award disciplinary measures if it is reasonably satisfied that such measures are in the greater interest of the students.

   (e) The Director, at his discretion may take additional measures keeping in mind long term issues and impact on other aspects of Institute management. The Director in capacity of Chairman, Senate may make minor changes in the nature of punishment awarded or reduce the level (as per item 4 above) and/or quantum of punishment if he feels appropriate. But he shall not increase the quantum of punishment recommended by the ISDC.

   (f) On approval of Director, the Deputy / Assistant Registrar (Academic) will bring out appropriate orders with copies to the parents / guardians of the student.

   (g) If the Director feels that the nature and/or quantum of punishment is not commensurate with the offence and may create long term problems, he may refer the matter to the full Senate. The Senate's decision in the matter will be final.

7. Acts which may be classed as 'crimes' rather than acts of indiscipline will be reported to the state authorities; they include such acts as causing serious injury to fellow students or others, causing major damage to Institute property, being involved in activities prejudicial to national security or to that maintaining communal harmony etc.

8. Cases of adoption of unfair means in an examination shall be dealt with by the Examination Disciplinary Committee consisting of the following members:

   (1) Professor in charge of Examinations - Chairman

	(2)	The concerned examiner(s) & the faculty reporting the incident	-	Members
	(3 & 4)	Two members of faculty nominated by the Senate for a term of two years	-	Members
	(5)	Deputy/Asst. Registrar (Academic)	-	Member Secretary

If adoption of unfair means is proved, the punishment may be, depending on the quantum of the offence and prior record, reduction of grade, de-registration of a course, expulsion for one or more semesters or outright expulsion from the Institute.

The Committee shall recommend appropriate measures in each case to the Chairman of the Senate for awarding the punishment.

In case of minor offences in the examination hall, the invigilator can enter a punitive deduction of marks on the answer script which will be implemented by the course teacher at the time of evaluation of the script.

9. Any act of indiscipline in a hall will be investigated by a Hall Disciplinary Committee which will recommend the action to the warden of concerned Hall of Residence, who will decide the course of action to be taken and implement it. However, in case the matter is in serious nature, the warden will forward it to the Dean (SW) through Chief Warden, Halls of residence. The Dean (SW) who is the Chairman of the Institute Standing Disciplinary Committee shall take necessary action. The Hall Disciplinary Committee shall consist of the following members:

(i)	Assistant Warden	-	Chairman
(ii)	General Secretary	-	Member
(iii)	One boarder of the hall to be nominated by the	-	Member

  Chief Warden of Halls in consultation with the Warden

10. Cases of indiscipline in a class room or laboratory can be handled by the class teacher by expelling from the class, marking the student absent for a few classes or penalizing on marks under teacher's assessment.

11 An invigilator in an examination hall may recommend deduction of marks (up to 10 marks) on the answer script for indiscipline in the examination hall, disobeying advice of the invigilator or other minor offences. In case of adoption of unfair means in examination or creation of serious disturbance in the examination hall, the invigilator shall report a student to the Examination Disciplinary Committee.

12. Any act of the indiscipline and steps taken by the Director will be reported to the Senate in its next meeting. If opportunity still exists, the Senate may deliberate and alter the nature and/or quantum of punishment awarded.

13. A punishment, once awarded and notified cannot be changed by the Director, the Institute Standing Disciplinary Committee, or any administrative authority. However, when new facts come to light, the Senate can amend the punishment and take any other corrective measures that it feels appropriate.

14. Ordinarily minor disciplinary offences and punishments will not be reflected in a students' Conduct Certificate. But in serious cases, Disciplinary Committee, the Director or the Senate may decide to make an appropriate entry in the students' Conduct Certificate.

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APPENDIX-V

FEE STRUCTURE FOR B.Tech/ B. Arch/Dual Degree/M.Tech./MBA/MA/M.Sc./Int. M.Sc./Ph.D./ M.Tech.(Res.) Programs

Sl.No.	Fee Head	Amount				
		B.Tech./B. Arch Dual Degree	M.Tech	M.Sc./ Int. M.Sc./MA	MBA	Ph.D/ M.Tech(R)
1.	Admission fee including hostel admission (one time fee)	Rs.1500/-	Rs.1500/-	Rs.1500/-	Rs.1500/-	Rs.1500/-
2.	Tuition fee (per annum)	Rs.70000/-	Rs.70000/-	Rs.15000/-	Rs.200000/-	Rs.15000/-
3.	Other fees (Exam., Library, Electricity etc.) (per annum)	Rs.10,000/-	Rs.6000/-	Rs.6000/-	Rs.6000/-	Rs.6000/-
4.	Institute Development Contribution. (One time fee – to be directly deposited into corpus fund at the time of admission)	Rs.10000/-	Rs.5000/-	Rs.5000/- (Rs.10000/- for Int. M.Sc.)	Rs.5000/-	Nil
5.	Student Activity fee (per annum)	Rs.4000/-	Rs.4000/-	Rs.4000/-	Rs.4000/-	Rs.4000/-
6.	Medical fee (per annum)	Rs.2000/-	Rs.2000/-	Rs.2000/-	Rs.2000/-	Rs.2000/-
7(a)	**Hostel seat rent (per annum)**					
	Single seated	Rs.5000/-	Rs.5000/-	Rs.5000/-	Rs.5000/-	Rs.5000/-
	Double seated	Rs.4000/-	Rs.4000/-	Rs.4000/-	Rs.4000/-	Rs.4000/-
	Family Accommodation	-	-	-	-	Rs. 6000/- or 8000/-
7(b)	Permitted to stay outside	Lower fees appropriate to the hall to which attached				
7(c)	Hostel establishment fee (per annum)	Rs.5000/-	Rs.5000/-	Rs.5000/-	Rs.5000/-	Rs.5000/-
8.	Souvenir fee in pre final semester	Rs.500/-	Rs.500/-	Rs.500/-	Rs.500/-	Nil
9.	Caution Money (one time fee, refundable)	Rs.5000/-	Rs.5000/-	Rs.5000/-	Rs.5000/-	Rs.5000/-
10.	Book Fee (Per Annum) for purchase of text books)	Rs.2000/-	Rs.2000/-	Rs.2000/-	Rs.2000/-	Nil

MISCELLANEOUS FEES

Grade Cards and Certificates (Original)	NIL
Grade Cards and Certificates except degree certificate (Duplicate)	Rs. 500/-
Duplicate Certificate to correct errors	NIL
Degree Certificate (Duplicate) with Police FIR and Affidavit	Rs. 2000/-
Duplicate Identity Card	Rs. 500/-
Duplicate Health Card	Rs. 100/-
Delayed Registration	Rs 500
Delayed Payment	Rs. 1000/-
Official transcripts for students (one time payment)	Rs. 500/-
Official transcripts for Alumni (per institution) (Subject to a minimum fee of Rs.500/-)	Rs. 200/-
Summer course fee (per course)	Rs. 2000/-
Alternative Mid-sem or supplementary exam (per course), if permitted	Rs. 500/-
Mid-term TC fee	Rs. 1000/-
Thesis processing fee [for Ph.D. and M.Tech.(Res) students]	Rs. 4000/-
Degree Verification fee	Rs. 200/-
Miscellaneous services (each service)	Rs. 500/-

Note:

1) Tuition fee and all other Fees except the one time fees will be collected in two equal installments during semester registration. In case of mid-semester admission full semester fees are payable.

2) SC/ST students taking admission in all postgraduate and research Programmes (Except MBA) are exempted from paying tuition fee.

3) The semester fees shall normally be payable at the time of admission for 1st semester and on or before semester registration for every subsequent semester unless otherwise permitted by the competent authority. Delayed payment and/or registration will attract a late fee, which cannot be waived.

4) Late registration fee is distinct from late fee charged for delay in fee payment.

5) Mess fees and fines will be collected along with the Institute fees.

6) There shall be no system of partial payment. The Institute will raise demand note for full amount.

7) Students provided with family accommodation in institute quarters (if any) will be attached to a hall for married students. They will pay seat rent at higher rate of S.S. Bhattanagar Hall of Residence.

8) Married students given accommodation in the SSB Hall will pay seat rent appropriate to their room type plus establishment fee. In case of married research students, where both spouses are students of this Institute, one

of them (against whom room is allotted) will pay seat rent applicable to SSB Hall, while the other will pay at a rate applicable to single room of other Hall. The later student will be exempted from paying establishment fee.

9) Hostel seat rent (except that for family accommodation) includes electricity charges up to 50 units per student per month, average. Excess consumption will be billed extra, uniformly for all the students of the hall.

10) Tuition fee, Development fee and all other fees can be borne by research projects on recommendation of P.I.for students of all categories, if the student's research activity has a bearing on the project.

11) Medical fee will entitle the student to free treatment and medicines at the Institute Health Centre, plus limited insurance cover against hospitalization if such a scheme is adopted by the Institute.

12) Students are required to pay fees during all the semesters (or part thereof). They are in the roll of the Institute, from admission till graduation/thesis submission (for research students).

13) Institute employees enrolled in M.Tech.(Res.) or Ph.D. programme are exempted from all fees except Admission fee andThesis processing fee.

14) Foreign students coming under different schemes will pay tuition fee at a rate fixed under the scheme, instead of the rate given above.

15) Ph. D., M.Tech.(Res) and M.Tech. students who are granted withdrawal are exempted from paying fee under Medical fee, Book fee and hostel establishment fee.

16) Locally Sponsored research students are exempted from paying Hall establishment fee. However, they are required to pay seat rent.

17) At own request students' permitted to stay outside the halls shall pay full seat rent and establishment fee for the hall he is attached to.

18) The seat rent chargeable to students who have taken withdrawal during short term visit to the institute shall be 10 % of annual rent for each month (30 days) or part thereof.

19) When persons other than students are given hostel accommodation, they will pay seat rent at the same rate as for students, but on 6 monthly basis, payable at entry, in January and in July, irrespective of their date of entry. Every payment amount shall be 50% of annual seat rent.

20) Students applying for D.Sc. degree will pay thesis evaluation fee equal to that for Ph.D. students.

21) If a student fails to submit thesis within one month of acceptance of synopsis by the Academic Office, the thesis processing fee needs to be paid again.

22) There is no provision of waiver/condoning of any of the fees, including late fees even if the student had genuine reason to be late. However, under truly exceptional circumstances, where delays take place due to lapses by the Institute (e.g., failure of computer system), the senate can approve refund of the late fees collected.

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APPENDIX – VI

CONDUCT RULES FOR RESIDENTS OF HALLS OF RESIDENCE

Following are the detailed rules governing residence requirements of students:

1. The NIT, Rourkela is a totally residential institution and all students are required to stay in one of the Halls of Residence.

2. Under special circumstances, the Director or Dean (Academic) 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 will be required to pay full seat rent and certain other as decided by the Institute from time to time. However, this permission may be withdrawn at the discretion of the Institute, at any time without assigning any reason.

3. The mess of each Hall of Residence shall function as a single integrated unit and shall not, under any circumstances be sub-divided into any kind of groups or sub-groups.

4. The allotment of rooms in a Hall should be directed towards integration of students of different courses, batches, residential districts and communities. Wardens may reshuffle allotment in the middle of a year if this objective is not met adequately.

5. Married student accommodation may be available only to married students of Ph.D. and M.Tech(R) programmes, if the spouse of the student lives continuously with the student. It will, ordinarily, not be provided whose spouses live elsewhere and visit the student intermittently. Other dependents such as parents, sibling or relatives are not permitted to stay in married student accommodation provided by the institute.

6. No student shall come into or give up the assigned accommodation in any Hall of Residence without prior permission of Dean (Academic).

7. A student shall reside in a room allotted to him/her and may shift to any other room only under the direction/permission of the respective Warden of the Hall. Mutual interchange of room without consent of the Warden is forbidden.

8. Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfecting and shall vacate the rooms when leaving for the vacations/holidays.

9. Students shall be responsible for the proper care of the doors, windows, furniture, fan, and other fittings in the rooms allotted to them and shall generally assist the Warden in ensuring proper use, care and security of those provided in the Halls of common use of all students.

10. Students will 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.

11. Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator etc. by a student in the Hall of Residence is prohibited.

12. Consumption of tobacco, alcoholic drinks and hallucinogenic substances is strictly forbidden.

13. Students must honour the timing of the hostels in matters of moving in or out of halls.

14. The Halls have an autonomous management system based on student participation. Every student must make an effort to participate in hall management and other welfare activity within the hall.

15. Riding or keeping of motorcycles, mopeds or automobiles inside or outside the Institute by the boarders is strictly forbidden. Students permitted to stay outside the campus may come to the institute riding their own vehicles but are not permitted to ride or park them in the hall area. Any exception, particularly on medical grounds, shall need the explicit approval of the Director. Non-compliance with the rules shall attract financial penalty and other disciplinary measures as decided by the Institute from time to time.

16. All students are required to honour "dining hall etiquette" published by the Chief Warden. The etiquette shall cover honouring published meal timings, placing soiled plates on "used tray" counter, not taking food or utensils out of the dining hall and being polite to the staff and fellow students. Non compliance of dining hall etiquette will lead to financial penalty and disciplinary action.

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APPENDIX – VII

COMPOSITION OF DEPARTMENTAL ACADEMIC COMMITTEE (UG+PG)

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

Composition

1. Head of the department   -   Chairman

2. Four to six faculty members nominated by HOD   -   Members

Members to the DAC (UG+PG) will be co-opted covering each specialization of the department.

In very small departments one or more faculty members of other departments may be co-opted by the HOD with approval of Dean (Academic).

One or more external members may be co-opted by the Chairman, DAC on specific occasions such as syllabus making for new courses, revamping of present syllabus etc. The tenure of the Departmental Academic Committee shall be two years.

The composition of the DAC shall need approval of the Director.

Functions

1) To decide the course structure and detailed syllabus of the subjects offered by the Department.

2) To assign teaching duties to the teachers and to make the facilities available for teaching.

3) To allot faculty advisors to the new batches of students admitted.

4) To consider any change of grade of a student in a particular subject / subjects due to any omission / commission and recommend (Clauses 8.8 & 8.9 of regulation).

5) To review the cases of weak students and decide appropriate action in advance in coordination with faculty advisors.

6) To assign under-graduate Projects to the teachers of the Department.

7) To constitute evaluation boards for projects, viva voce, training reports etc.

8) To guide teachers towards ensuing continuous evaluation by conducting class tests, giving assignments etc.

9) Moderate question papers if so necessary.

10) To decide award of medals and prizes wherever available based on departmental merit or activities.

11) Any other duties to be assigned by the Senate.

The DAC will meet as often as necessary. Faculty advisors and other members of the faculty may be invited to meetings when necessary. The DAC will seek and review the reports of all course teachers and faculty advisors, and submit its reports to HOD for remedial action if so warranted. The DAC's recommendations may, if situation so demands, be discussed and amended by a meeting of the Full faculty of a Department.

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APPENDIX – VIII

COMPOSITION OF POSTGRADUATE PROGRAMME EVALUATION COMMITTEE

Composition

1.	Dean (Academic)	-	Chairman
2.	Dean (Student Welfare)	-	Member
3.	Heads of all Departments	-	Members
4.	Professor in charge, Examinations	-	Member
5.	Librarian/PIC (Library)	-	Member
6.	Professor In-charge, Time Table	-	Member
7.	Deputy / Assistant Registrar (Academic)	-	Secretary

Functions:

(i) To consider the recommendations of DAC (UG+PG) on matters relating to postgraduate programmes and to

make suitable recommendations to Senate.

(ii)   To frame and revise curricula for the postgraduate courses of study for all Departments.

(iii)   To ensure that all norms and regulations pertaining to postgraduate programme are strictly followed.

(iv)   To make periodic review of ordinances, regulations and instructions pertaining to postgraduate programmes and recommend to the Senate any modification thereof.

(v)   To recommend to the Senate the results of all PG and research examinations and award of degrees.

(vi)   To review the academic performances in the postgraduate studies and to make suitable recommendations to the Senate.

(vii)   To recommend to the Senate the award of stipends, scholarships, prizes & medals as per rule and such other conditions and norms as may be stipulated for the awards.

(viii) To draw off general time table for the postgraduate course and finalize the PG academic calendar to be put up to the Senate.

(ix)   To consider and recommend to the Senate any special cases related to attendance, examination, registration etc.

(x)   Any other job assigned by the Senate.

Frequency of Meetings: At least twice every semester.

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APPENDIX - IX

RULES REGARDING ENDOWMENT MEDALS & PRIZES

The Institute awards medals and cash awards to the eligible continuing and graduating students for excellence in academic or extra academic activities. Some of the medals are funded by the Institute, while some are given by donors such as parents of deceased students, Government, Organizations and individuals. These medals and awards are awarded to graduating students in the Annual Convocation and to continuing students on Institute day. It is decided that the medals and cash awards will be given according to the following rules: -

1.   Gold Medals :

A Gold Medal awarded by the Institute will be of 10 gm standard weight at current rate, will cost around Rs.30,000/-. Minimum capital to be given by the donor as principal will be of Rs.6.00 lakhs. Existing donations of lower capital will be converted to cash awards. The minimum value of cash prize shall be Rs. 5000/-, except for those awards which are given in memory of deceased students.

2.   Memory of Past students:

Some awards are given by parents, spouse or friends in memory of deceased students of the Institute. The criteria for giving such endowments is as follows: -

a)   *Gold Medal :* as per clause 1.
b)   *Cash Award :* 5% of endowment or Rs.1000/- whichever is higher.

These awards will be continued even if the interest from the principal falls below the cost. In case of deficiency, donors will be requested to increase the amount of endowment but if they either do not exist or one not in a position to contribute more funds, the Institute will bear the difference in expenditure in memory of its old students.

3.   Government/Institution of Engineers/Organization donors/Individual donors:

a)   *Gold Medal :* as per clause 1.

b)   *Cash Award :* 5% of endowment or Rs.5000/- whichever is higher. In case of deficiency of capital, the

donors will be contacted for increasing the amount of endowment. If they are not in a position to contribute the funds required, these endowments will be discontinued after funds are exhausted. In the closing year, if Rs.5,000/- is not available, the amount will be absorbed by the endowment fund and used for covering deficiencies in the endowment given in the memory of deceased students.

4. In all the above cases, the figures will be reviewed in July of every 5th year i.e. in July of year 2010, 2015, 2020 etc.

5. For awarding the above awards, an Institute Endowment Committee appointed by the Senate will decide winners a month before the Convocation or the Institute day whichever is earlier. The composition of the Endowment Committee shall be as follows :

Dean (AR)	…	Chairman
PIC (IPR)	…	Member (Ex-officio)
HOD (TIIR)	…	Member (Ex-officio)
HOD (WS)	…	Member (Ex-officio)
HOD (CC)	…	Member (Ex-officio)
HOD (BM)	…	Member (Ex-officio)
Dy. Registrar (Academic)	…	Member Secretary

6. For awards based on attributes other than academic performance or SAC activity, a special committee may be constituted by Director in consultation with donors. Donors who choose to pay annually are required to pay minimum Rs.5000/- towards the endowment. They must send the cheque before September 30 of each year to sustain the endowment. If payment is not received in time, the award will be dropped for the year. Late payment will go to next year.

7. List of awards, method of selection and names of winners will be posted on the Institute website.

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APPENDIX - X

QUALIFYING DEGREES FOR ADMISSION TO M.Tech. PROGRAMMES

Department	Course Code	Specialization	Qualifying Degree Eligibility
Biotechnology and Medical Engineering	BM1	Biomedical Engineering	**B.Tech/BE/B.Sc. Engg./AMIE in:** Biomedical Engineering, Biomedical Instrumentation, Biochemical & Biotechnology Engineering, Bioengineering, MBBS, Medical Instrumentation, Electrical and Mechanical Engineering, Electrical Engineering, Mechanical Engineering, Metallurgical & Materials Engineering, Ceramic Engineering, Biotechnology & Biochemical Engineering, Biosciences & Bioengineering, Biochemical Engineering, Biotech Engineering, Biotechnology, Biological Sciences & Bioengineering, Chemical & Polymer Engineering, Chemical Engineering, Electrical and Computer Engineering, Applied Electronics & Instrumentation Engineering, Computer Aided Design of Structures , Electronics & Instrumentation Engineering, Electronics & Electrical Engineering, Electronics Communication & Instrumentation Engineering, Instrumentation Engineering
	BM2	Biotechnology	**B.Tech/BE/B.Sc. Engg./AMIE in :** Biotechnology, Biochemical Engineering, Biochemical Engineering, Bioengineering, Biological Sciences & Bioengineering, Biomedical Engineering, Biosciences & Bioengineering, Biotech Engineering, Biotechnology, Biotechnology & Biochemical Engineering, Chemical Engineering, Chemical Technology
Chemical Engineering	CH1	Chemical Engineering	**B.Tech/BE/B.Sc. Engg./AMIE in :** Chemical Engineering, Chemical & Polymer Engg., Chemical Engg(Plastic & Polymer), Chemical Technology, Petrochem & Petroleum Ref Engg, Petrochem Tech, Petrochem Engg, Petroleum Engg, Petroleum Tech
	CH2	Safety Engineering	**B.Tech/BE/B.Sc. Engg./AMIE in :** Mechanical Engineering, Electrical Engineering, Electrical & Electronics engineering, Civil Engineering, Metallurgical Engineering, Chemical Engineering, Ceramic Engineering, Production Engineering, Petroleum Engineering, Fire Engineering and Mining Engineering
Civil Engineering	CE1	Geotechnical Engineering	**B.Tech/BE/B.Sc. Engg./AMIE in :** Civil Engineering , Civil Engg. & Planning, Civil Tech.
	CE2	Structural Engineering	**B.Tech/BE/B.Sc. Engg./AMIE in :** Civil Engineering, Construction Engineering, Construction Technology, Structural Engineering, Applied Mechanics, Civil Engineering & Planning, Civil Technology
	CE3	Transportation	**B.Tech/BE/B.Sc. Engg./AMIE in :** Civil Engineering, Transportation Engineering,

		Engineering	Civil & Transportation Engineering, Civil & Transportation Technology, Highway Engineering, Civil Engineering & Planning, Civil Technology
	CE4	**Water Resource Engineering**	**B.Tech/BE/B.Sc. Engg./AMIE in :** Civil Engineering , Agricultural Engineering, Mechanical Engineering, Chemical Engineering , Civil Environmental Engineering, Irrigation Engineering, Water Management, Applied Mechanics, Civil Technology
Ceramic Engineering	CR2	**Industrial Ceramics**	**B.Tech/BE/B.Sc. Engg./AMIE in :** Ceramic Engineering , Ceramic & Glass Technology, Ceramic Engineering & Technology, Ceramic Technology, Metallurgical & Materials Technology, Metallurgical Engineering, Metallurgical Engineering & Material Science, Metallurgy, Metallurgy and Material Technology, Nanotechnology, Industrial Metallurgy, Material Science & Technology, Materials & Metallurgical Engineering , Mechanical Engineering (Design & Manufacturing), Chemical Technology , Material Science & Engineering, Material Science & Metallurgical Engineering, Metallurgical & Materials Engineering, Chemical Engineering, Cement & Ceramic Technology, Mechanical Engineering.
Computer Science & Engg.	CS1	**Computer Science**	**B.Tech/BE/B.Sc. Engg./AMIE in :** Computer Engineering & Application, Computer Networking , Computer Science & Systems Engineering, Computer Science & Technology, Computer Technology , Information & Communication Technology, Information Engineering, Information Science, Information Science & Engineering, Information Science & Technology, Information Technology and Engineering, Software Engineering, Computer Applications, Computer Science, Information Technology, Computer Engineering, Computer Science, Computer Science & Engineering, Computer Science & Information Technology, MCA, Information Technology
	CS2	**Information Security**	**B.Tech/BE/B.Sc. Engg./AMIE in :** Computer Engineering & Application, Computer Networking , Computer Science & Systems Engineering, Computer Science & Technology, Computer Technology , Information & Communication Technology, Information Engineering, Information Science, Information Science & Engineering, Information Science & Technology, Information Technology and Engineering, Software Engineering, Computer Applications, Computer Science, Information Technology, Computer Engineering, Computer Science, Computer Science & Engineering, Computer Science & Information Technology, MCA, Information Technology
	CS3	**Software Engineering**	**B.Tech/BE/B.Sc. Engg./AMIE in :** Computer Engineering & Application, Computer Networking , Computer Science & Systems Engineering, Computer Science & Technology, Computer Technology , Information & Communication Technology, Information Engineering, Information Science, Information Science & Engineering, Information Science & Technology, Information Technology and Engineering, Software Engineering, Computer Applications, Computer Science, Information Technology, Computer Engineering, Computer Science, Computer Science & Engineering, Computer Science & Information Technology, MCA, Information Technology
Electronics & Communication Engineering	EC5	**Communication & Networks**	**B.Tech/BE/B.Sc. Engg./AMIE in :** Electronics & Communication Engineering, Electronics & Electrical Communication Engineering, Electronics & Telecom Engineering, Electronics & Telematics Engineering , Electronics Communication & Instrumentation Engineering, Electronics Design Technology, Electronics Engineering, Electronics Technology, Information & Communication Technology, Advanced Communication and Information System, Applied Electronics & Telecommunication Engineering, Telecommunication Engineering, Computer & Communication Engineering, Electronics & Avionics, Electronics & Computer Engineering, Electronics & Instrumentation Engineering
	EC2	**VLSI Design & Embedded Systems**	**B.Tech/BE/B.Sc. Engg./AMIE in :** Electronics & Communication Engineering, Electronics & Electrical Communication Engineering, Electronics & Telecom Engineering, Electronics & Telematics Engineering , Electronics Communication & Instrumentation Engineering, Electronics Design Technology, Electronics Engineering, Electronics Engineering (Design & Manufacturing), Applied Electronics & Instrumentation Engineering, VLSI System Design, Telecommunication Engineering, Electronics & Information Systems, Electronics & Instrumentation Engineering, Electronics Technology, Engineering Physics, Electronics & Avionics, Electronics & Computer Engineering, Electronics & Control Systems , Electronics & Electrical Engineering, Digital Techniques for Design & Planning, Electrical & Instrumentation Engineering, Electrical & Electronics Engineering, Electrical Engineering
	EC3	**Electronics & Instrumentation Engineering**	**B.Tech/BE/B.Sc. Engg./AMIE in :** Electronics & Communication Engineering, Electronics & Electrical Communication Engineering, Electronics & Telecom Engineering, Electronics & Telematics Engineering , Electronics Communication & Instrumentation Engineering, Electronics Engineering, Electronics Instrument & Control, Electronics Technology, Electronics & Control Systems , Electronics & Electrical Engineering, Electronics & Information Systems, Electronics & Instrumentation Engineering, Electrical Engineering & Industrial Control , Electrical Instrumentation & Control Engineering , Electronic Instrumentation & Control Engineering, Electronics & Avionics, Control & Instrumentation , Electrical & Instrumentation Engineering, Electrical & Electronics Engineering, Electrical & Instrumentation Engineering, Industrial Electronics, Instrument Technology, Instrumentation & Control Engineering, Instrumentation & Process Control, Instrumentation Engineering, Instrumentation Technology, Mechatronics, Medical Electronics, Medical Electronics Engineering, Medical Instrumentation, Applied

			Electronics & Instrumentation Engineering, Biomedical Instrumentation
	EC6	**Signal & Image Processing**	**B.Tech/BE/B.Sc. Engg./AMIE in :** Electronics & Communication Engineering, Electronics & Computer Engineering, Electronics & Electrical Communication Engineering, Electronics & Information Systems, Electronics & Instrumentation Engineering, Electronics & Telecom Engineering, Electronics & Telematics Engineering , Electronics Communication & Instrumentation Engineering, Electronics Engineering, Electronics Technology, 3D Animation & Graphics, Applied Electronics & Telecommunication Engineering, Telecommunication Engineering
Electrical Engineering	EE1	**Electronic Systems & Communication**	**B.Tech/BE/B.Sc. Engg./AMIE in :** Applied Electronics & Instrumentation Engineering, Electronics & Instrumentation Engineering, Electronics & Communication Engineering, Electrical & Electronics Engineering , Electrical Engineering
	EE4	**Power Electronics & Drives**	**B.Tech/BE/B.Sc. Engg./AMIE in :** Electrical Engineering, Electrical & Electronics Engineering
	EE3	**Control & Automation**	**B.Tech/BE/B.Sc. Engg./AMIE in :,** Electrical Engineering, Electrical & Electronics Engineering, Electronics & Instrumentation Engineering, Applied Electronics & Instrumentation Engineering , Instrumentation & Control Engineering
	EE5	**Industrial Electronics**	**B.Tech/BE/B.Sc. Engg./AMIE in :,** Electrical Engineering, Electrical & Electronics Engineering, Electronics & Instrumentation Engineering, Instrumentation & Control Engineering
Industrial Design	ID1	**Industrial Design**	**B.Tech/BE/B.Sc. Engg./AMIE in :,** Automobile Engineering, Electronics & Instrumentation Engineering, Industrial Manufacturing Engineering, Industrial & Production Engineering, Industrial Engineering, Industrial Engineering & Management, Instrumentation & Control Engineering, Instrumentation Engineering, Instrumentation Technology, Manufacturing Engineering, Mechanical Engineering, Mechatronics, Production & Industrial Engineering, Production Engineering, Production Engineering & Management, Advanced Manufacturing & Mechanical Systems Design, Automation & Robotics, Automotive Engineering, Control & Instrumentation , Electronics Instrument & Control, Engineering Design , Industrial & Management Engineering, Industrial Electronics, Industrial Management , Instrument Technology, Instrumentation & Process Control, Machine Engineering, Machine Tools Engineering, Manufacturing Process, Manufacturing Science & Engineering, Mechanical & Automation Engineering, Mechanical Engineering Automobile, Precision Manufacturing, Robotics & Automation, Shipbuilding Engineering, Tool Engineering, Manufacturing Engineering & Automation, Manufacturing Process & Automation Engineering, Manufacturing Technology, Mechanical Engineering (Design & Manufacturing), Mechanical Engineering (Repair and Maintenance)
Mechanical Engineering	ME1	**Machine Design & Analysis**	**B.Tech/BE/B.Sc. Engg./AMIE in :,** Mechanical Engineering , Automobile Engineering , Automation & Robotics, Automotive Engineering, Machine Tools Engineering, Mechanical Engineering (Design & Manufacturing), Aeronautical Engineering
	ME2	**Production Engineering**	**B.Tech/BE/B.Sc. Engg./AMIE in :,** Mechanical Engineering , Production Engineering , Manufacturing Engineering, Industrial Engineering, Metallurgical and Materials Engineering , Manufacturing Engineering & Automation, Manufacturing Process, Manufacturing Process & Automation Engineering, Manufacturing Technology, Metallurgical & Materials Engineering, Metallurgical & Materials Technology, Metallurgical Engineering, Metallurgical Engineering & Material Science, Metallurgy, Metallurgy and Material Technology
	ME3	**Thermal Engineering**	**B.Tech/BE/B.Sc. Engg./AMIE in :,** Mechanical Engineering , Chemical Engineering, Aeronautical Engineering, Aerospace Engineering
	ME5	**Cryogenics & Vacuum Technology**	**B.Tech/BE/B.Sc. Engg./AMIE in :,** Mechanical Engineering , Chemical Engineering, Electrical Engineering
	ME6	**Plastic, Composite and Timber Engineering**	
Metallurgical & Materials Engineering	MM1	**Metallurgical & Material Engineering**	**B.Tech/BE/B.Sc. Engg./AMIE in :,** Ceramic Engineering, Chemical Engineering, Industrial & Production Engineering, Manufacturing Engineering, Material Science & Engineering, Mechanical Engineering, Metallurgical & Materials Engineering, Metallurgical & Materials Technology, Metallurgical Engineering, Metallurgical Engineering & Material Science, Metallurgy, Nanotechnology, Production & Industrial Engineering, Production Engineering, Ceramic Engineering & Technology, Chemical & Polymer Engineering, Material Science & Metallurgical Engineering, Materials & Metallurgical Engineering , Fuel Technology, Chemical Engineering (Plastic & Polymer), Material Science & Technology, Industrial Metallurgy, Metallurgy and Material Technology
	MM2	**Steel Technology**	**B.Tech/BE/B.Sc. Engg./AMIE in :,** Ceramic Engineering, Chemical Engineering, Industrial & Production Engineering, Manufacturing Engineering, Material Science & Engineering, Mechanical Engineering, Metallurgical & Materials Engineering, Metallurgical & Materials Technology, Metallurgical Engineering, Metallurgical Engineering &

			Material Science, Metallurgy, Nanotechnology, Production & Industrial Engineering, Production Engineering, Ceramic Engineering & Technology, Chemical & Polymer Engineering, Material Science & Metallurgical Engineering, Materials & Metallurgical Engineering , Fuel Technology, Chemical Engineering (Plastic & Polymer), Material Science & Technology, Industrial Metallurgy, Metallurgy and Material Technology
Mining Engineering	MN1	Mining Engineering	**B.Tech/BE/B.Sc. Engg./AMIE in :,** Biotechnology, Environmental Sciences, Geography, Geology, Mineral Beneficiation, Ore-dressing, Bio-Sciences, Earth Sciences, Geo-informatics, Geophysics, Mineral dressing, Operations Research, Mineral Processing, Biochemical Engineering, Biotech Engineering, Biotechnology, Chemical Engineering, Civil Engineering, Civil Environmental Engineering, Computer Engineering, Computer Science, Computer Science & Engineering, Computer Science & Information Technology, Electrical & Electronics Engineering, Electrical & Instrumentation Engineering, Electrical Engineering, Electronics & Communication Engineering, Electronics Engineering, Energy Engineering, Environmental Engineering, Industrial & Production Engineering, Information Technology, Instrumentation Engineering, Instrumentation Technology, Marine Engineering, Material Science & Engineering, Mechanical Engineering, Metallurgical & Materials Engineering, Metallurgical & Materials Technology, Metallurgical Engineering, Metallurgical Engineering & Material Science, Metallurgy, Mineral Processing, Mining & Machinery Engineering, Mining Engineering, Production Engineering, Production Engineering & Management, Water Management, Bioengineering, Biological Sciences & Bioengineering, Biosciences & Bioengineering, Biotechnology & Biochemical Engineering, Chemical Technology , Civil Engineering & Planning, Civil Technology, Computer Science & Technology, Electrical & Instrumentation Engineering, Electrical Instrumentation & Control Engineering , Electronic Instrumentation & Control Engineering, Electronics & Computer Engineering, Electronics & Electrical Communication Engineering, Electronics & Electrical Engineering, Electronics & Information Systems, Electronics Communication & Instrumentation Engineering, Electronics Instrument & Control, Electronics Science & Engineering, Energy Science & Engineering, Engineering & Management, Environment & Pollution Control, Environmental Science & Engineering, Fire Technology & Safety, Geo Informatics, Health Science & Water Engineering, Industrial Biotechnology, Industrial Electronics, Information & Communication Technology, Information Engineering, Information Science, Information Science & Engineering, Instrument Technology, Material Science & Metallurgical Engineering, Materials & Metallurgical Engineering , Mechanical & Automation Engineering, Mine Engineering, Mineral Dressing, Mineral Engineering, Fuel Technology, Biochemical & Biotechnology Engineering, Chemical & Bio Engineering, Civil & Transportation Technology, Electrical and Computer Engineering, Electrical and Mechanical Engineering, Electronics Technology, Environmental Science & Technology, Information Science & Technology, Information Technology and Engineering, Material Science & Technology, Metallurgy and Material Technology, Mining Technology

APPENDIX - XI

NORMS FOR ADMISSION OF SPONSORED CANDIDATES

1.   The Institute may admit persons who are employed in other organizations (Institutes/Research organizations/Industries) to M.Tech. programme of any discipline on request of the organization. The student will formally apply to the Institute for admission enclosing a sponsorship letter from the employer. The sponsorship letter is not a mere "no objection certificate", it is a formal request from the employer to the Institute for providing education to their employee to benefit the organization.

2.   Such candidate should have eligibility requirement as specified in clauses 2.1 to 2.3.

3.   These candidates must have a total of minimum 2 years full time employment in a regular position in the sponsoring organization. This 2 years' full time employment shall be counted on 31st July of the admission year. The candidates must produce evidence of their employment record in the form of appointment letter, salary slips, identity cards etc. for the satisfaction of DAC. A simple letter from the employer will not suffice. It is the responsibility of the candidate to convince the DAC that he has served continuously in a regular post for two years in the sponsoring organization and that it is a reputed institution or industry.

4.   The requirements of 2 years continuous employment may be relaxed on request of the concerned organization for personnel with permanent job (including probation) in the Central or State Govt. or an organization fully owned by the Government, or persons with fellowship (JRF, SRF) in CSIR or other Government Laboratory.

5.   Intending sponsored candidates must submit their applications in prescribed form for admission through their employers with suitable endorsement.

6.   The sponsored students normally are required to stay in the institute till completion of assigned work and submission of the thesis. A student may take withdrawal after completion of the coursework, in accordance with provisions of clause 4.7 to complete the thesis in his parent organization.

7. Such sponsored candidates will be assigned a joint supervisor from their place of work, the details of which are given in Clause 4.3.

8. It is the responsibility of the candidates to furnish all necessary documents to convince the DAC on the credentials of their employer organization that the work (or a major part of the work) can be successfully carried out in their organization. Annual reports of the institutes, faculty list and qualifications, publication lists and any other material that the candidate considers to be relevant may be presented.

9. A sponsored student on completion of the programme is required to serve the sponsoring organization for at least two years. A certified copy of the contract between the candidate and his employer or that of the office order must be produced before the Institute before admission.

10. Detection of any breach of trust, submission of misleading document or concealment of information shall lead to termination of studentship at any stage of a student's tenure. In such a case fees already paid shall not be refunded.

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APPENDIX – XII

COMPSITION OF ACADEMIC PROGRAMME OVERSIGHT COMMITTEE

The Senate shall have 4 major Committees to assist it in administration of the Academic programmes:

UGPEC: Undergraduate Programme Evaluation Committee

PGPEC: Postgraduate Programme Evaluation Committee

RPEC: Research Programme Evaluation Committee

APOC: Academic Programme Oversight Committee.

Composition of Academic Programme Oversight Committee:

1. One Senior member of the Senate : Chairman

2. 4 members of faculty nominated by Senate : Member

Functions:

- To monitor holding of classes (theory, laboratories and design) regularly in all courses across the Institute and ensuing compliance.

- To ensure that lost classes are compensated.

- To ensure that teaching assistants assist the teachers in preparation of assignment and collection and evaluation of answers.

- To examine question papers for proper academic standard, coverage of syllabi, time required to answer, format or printing and proper units, after examinations are over.

- To ensure proper implementation of Seminar and Technical Writing course

- To ensure that such students as well as UG/PG students in project semester use project record books effectively and that marks awarded relate to the record books.

- The APOC will be assisted by Departmental Academic Programme Oversight Committee (DAPOC) who will normally report their observations to respective HODs, but will be guided by the APOC in implementation of their departmental responsibilities.

Composition of DAPOC (Departmental Academic Programme Oversight Committee)

1. Senior member of the faculty nominated by HOD   :   Chairman

2. Two other senior members of faculty nominated by HOD   :   Members

The composition of the DAPOC shall need approval of the Director.

Functions:

- To monitor holding of classes (theory, laboratories and design) regularly in all courses across the Institute and ensuing compliance.

- To ensure that lost classes are compensated.

- To ensure that teaching assistants assist the teachers in preparation of assignment and collection and evaluation of answers.

- To examine question papers for proper academic standard, coverage of syllabi, time required to answer, format or printing and proper units, before and after examinations are over.

- To ensure proper implementation of Seminar and Technical Writing course

- To ensure that such students as well as UG/PG students in project semester use project record books effectively and that marks awarded relate to the record books.

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APPENDIX – XIII

POLICY ON SANCTION OF MEDICAL LEAVE TO STUDENTS

1. Ordinarily a student is expected to attend all classes and participate in the teaching - learning process. Research and postgraduate students in the project duration are expected to spend their full time in their assigned laboratories. But human beings do fall ill, and a student should not be academically penalised if he falls ill and is unable to attend classes or to work in his laboratory. Concurrently, a student must not get a degree without sufficient participation in the learning process. The following rules reflect a pragmatic compromise between the two opposing requirements.

2. Every student is given some default discount in attending classes or project work: approximately 15% of classes in a semester and 20 working days of project work per year. This period covers all minor illnesses for which a student is sometimes forced to miss his classes. They also cover post-hospital convalescence periods, if any. When a student loses too much time in sickness and participates too little in the teaching - learning process, he may need to repeat a semester to justify his grades.

3. In addition to the standard discount, UG and PG students attending class or laboratory based courses can he sanctioned leave against medical prescription of "rest from classes" or on ground of hospitalisation (with referral). The total medical leave thus sanctioned shall not exceed 15 working days in a semester. In special cases, involving at least 10 working days of hospitalisation (with referral), Dean (SW) may approve up to five additional working days of medical leave in a semester. Prescription of "rest" must be given by an Institute Medical Officer on the first day of the rest period. Students recommended "rest" by outside specialists or hospitals on referral by the institute need to get it confirmed by an institute medical officer. The institute doctor will consider these outside prescriptions of "rest" on merit. Prescription of "rest" by outside doctors without a referral by Institute Health Centre, shall not qualify for sanction of medical leave either against outdoor treatment or against post-hospitalisation convalescence.

4. Research students and full time project students (M. Tech. 2nd year) are permitted 20 working days of absence in a year   (2 semesters + summer) that covers minor illness and prescription of rest by institute doctors. They may, however, be granted additional medical leave on ground of hospitalisation on prior referral (only by an institute medical officer excluding convalescence) up to 20 working days per year.

5. "Home stay" on explicit direction of Institute Medical Officer or a hospital referred by him (e. g for chicken pox, viral hepatitis) will be counted as "hospitalisation" for the purpose of medical leave.

6. Under very special circumstances, hospitalisation only (excluding outdoor treatment and convalescence) in a reputed Government or highly reputed private hospital without referral may be accepted for medical leave with approval of director. In such cases, the student must convince the director that he had a valid reason for being present in the place where he fell ill, and that he either had approval of his HOD/faculty advisor or Warden before leaving hostel or continuously kept in touch with them during the illness.

7. In all cases, an application for medical leave must be accompanied by all relevant medical papers – prescriptions, admission and discharge reports, diagnostic reports, medicine purchase slips etc that will convince the institute authorities about the genuineness of the request. Medical certificates issued by treating physicians, which do not constitute a part of the treatment process, will not be considered in decision making.

8. Medical leave applications must be filed within 2 weeks of joining the classes. Delayed applications may be considered on merit with approval of Director only. But in no case, a medical leave application will be considered after the student has registered for the next semester.

9. In all cases of medical leave, the student shall need to make a formal application. However, the institute shall strive to create a process whereby students whose prescription of rest is made on-line by the institute Medical officer can be exempted from making a paper application.

10. Except for hospital treatment without referral, or a delayed application Dean (SW) shall be the authority for sanction of all Medical leaves, on recommendation of an Institute Medical Officer.

11. Notwithstanding anything contained in the regulations above, if the conditions are sufficiently unique, the Senate in a formal meeting may approve medical leave to deserving students. The HOD of the concerned department shall present the case to the Senate.

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CENTRAL TIME TABLE

For all Semesters, all Branches, all Programmes and all Courses

GENERAL SLOT INFORMATION (T-P Sequence)

Peri-od	1	2	3	4	L	5	6	7	8	9
DAY	8-9 AM	9-10 AM	10-11 AM	11-12 NOON	U	1.15-2.15 PM	2.15-3.15 PM	3.15-4.15 PM	4.15-5.15 PM	5.15pm-6.15pm
MON	TA1	TB1	TC1	TE1	N	PA			TF1	ZA1
TUE	TB2	TC2	TD1	TE2	N	PB			TF2	ZB1
WED		PX			C	TG1	SA1	SB1	SC1	ZA2
	SM1	SJ1	SK1	SL1	C	PY				
THUR	TC3	TD2	TA2	TG2	H	PC			TF3	ZC1
FRI	TD3	TA3	TB3	TE3	H	PD			TG3	ZA3

GENERAL SLOT INFORMATION (P-T Sequence)

Peri-od	1	2	3	4	L	5	6	7	8	9
DAY	8-9 AM	9-10 AM	10-11 AM	11-12 NOON	U	1.15-2.15 PM	2.15-3.15 PM	3.15-4.15 PM	4.15-5.15 PM	5.15pm-6.15pm
MON	PE			TE1	U	TJ1	TK1	TL1	TF1	ZA1
TUE	PF			TE2	N	TK2	TL2	TM1	TF2	ZB1
WED	PX				C	TG1	SA1	SB1	SC1	ZA2
	SM1	SJ1	SK1	SL1	C	PY				
THUR	PG			TG2	H	TL3	TM2	TJ2	TF3	ZC1
FRI	PH			TE3	H	TM3	TJ3	TK3	TG3	ZA3

SAMPLE NOTATIONS

T-P Sequence = Practical in afternoon [Slots available: TA, TB, TC, TD, TE, TF, TG, PA, PB, PC, PD, and PX]

P-T Sequence = Practical in forenoon [Slots available: TJ, TK, TL, TM, TE, TF, TG, PE, PF, PG, PH, and PY]

TA1 = 1st Lecture of <u>A</u> slot for <u>T</u>heory courses

PA = <u>A</u> slot of <u>P</u>ractical courses

<u>Course Allocation</u>

1. ~~1.~~ TA, TB / TJ, TK slots are for Core courses.
2. TC and TL slots are for Core courses or PEs as per need.
3. TD, TF, TM slots are for PEs only.
4. TG slot is to be used for 3-credit courses or Tutorials only.
5. SA1,SB1,SC1,SM1,SJ1,SK1,and SL1 slots will be used for **tutorials** only (No theory)
6. If a department fulfills its tutorial requirements by tutorial slots in point 5, (i.e at least three 4-credit courses), it can offer theory in TG slot.
7. Students may choose any course as OPEN ELECTIVE **IF TIMETABLE AND COURSE TEACHER** permit. In addition, there will be 40 SPECIAL OPEN ELECTIVES which will be offered in TE slot only. TE slot is for SPECIAL Open **Electives (OEs) only.**
8. TG slot can be used for PE if available.
9. M.Tech courses can use all slots except TE and tutorial slots.
10. If a sessional falls in PX or PY slot, then the tutorials may be suitably allocated in the afternoon/morning session respectively.
11. ZA is a THEORY SLOT and ZB1 AND ZC1 are its associated tutorial slots. This slot will be allotted by any department **only if all other options have been found unsuitable for a particular subject.**

Association of Tutorial slots with Theory slots:

Theory Slot	TA	TB	TC	TD	TE	TF	TJ	TK	TL	TM
Associated Tutorial Slot	SA1	SB1	SC1	TG1	TG2	TG3	SJ1	SK1	SL1	SM1

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