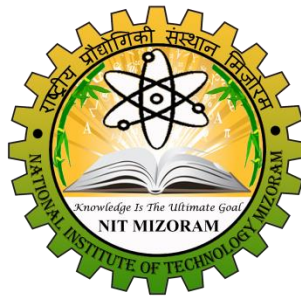


# **M. TechProgramme**

## **Regulations for Master of Technology – (M. Tech)**



**NATIONAL INSTITUTE OF TECHNOLOGY**  
**AIZAWL, MIZORAM**

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# Regulations for M. Tech Programmes

## 1. *Preamble*

The regulations herein specified apply to FULL-TIME, PART-TIME and SPONSORED M. Tech programmes offered by the National Institute of Technology Mizoram, hereinafter referred to as the Institute. Department, wherever mentioned refers to a Department of the Institute.

The M. Tech programmes covered by these Regulations are correlated with courses of study, on successful completion of which the students of the programmes will be able to qualify for award of Masters degree.

The departments as listed in **Appendix-I** shall offer the Masters degree (M. Tech) programmes under these regulations in areas decided by the Senate from time to time.

## **Duration and Academic Calendar**

The M. Tech programmes shall be of duration of 24 months for regular students. The duration of programme is spread over as mentioned below and the schedule of events in the semesters, i.e. the date of commencement, registration, mid-semester and end-semester examinations etc. shall be laid down by the Senate every year in the Academic calendar.

First Semester	- July to December
Second Semester	- January to June
Third Semester	- July to December
Fourth Semester	- January to June

A fulltime regular student admitted to the programme will be required to complete M. Tech programme successfully within maximum 36 months. However, a part-time student admitted to the programme will be required to complete M. Tech Programme successfully in minimum 36 months and maximum 48 months.

## 2. *Admission Procedure*

### 2.1 Students with Teaching Assistantship (TA-ship)

Admission to M. Tech programme with TA-ship will be offered in the 1<sup>st</sup> Semester of each year through the Centralized Counselling for M. Tech (CCMT) to candidates with valid GATE score. The GATE score certificate can be used for one time admission only.

### 2.2 Full time Sponsored students

A candidate who is employed in a recognized government/private organization shall be eligible for admission as sponsored candidate to the M. Tech programme. The conditions and requirements for admission as a sponsored candidate are laid down separately in **Appendix - II**.

### 2.3 Self-Financed students

Any vacant seat through CCMT can be filled by a candidate having 1<sup>st</sup> class B. Tech degree in relevant discipline with minimum CGPA 6.5 or equivalent based on the performance in written test and interview.

### 2.4 Part-time Sponsored students

This category refers to candidates who are regular staff of the Institute or project staff working on sponsored projects. For both categories, one year experience in service or project is required to be eligible for admission. The registration of the student would be on a part-time basis.

## 2.5 **Foreign Nationals**

Eligible foreign nationals who (i) have been selected for award of Government scholarship/fellowship or (ii) have been permitted by the Government of India to study in the country as self-financing foreign students may also be admitted to the M. Tech Programme.

## 2.6 **Admission through QIP**

Admission in this category will be as per QIP rules.

## 3. ***Attendance***

A minimum attendance of 75% is compulsory in all registered courses.

Detailed rules regarding relaxation of attendance up to a maximum of 15% of classes are given in ***Appendix -V***.

## 4. ***Leave Rules***

### **Ordinary Leave**

A regular student is eligible for 30 days leave in a year. Saturdays, Sundays or holidays during the leave period are counted towards leave, except for prefixed or suffixed holidays. Of the 30 days leave, a maximum of 15 days of leave is permitted in a semester. A maximum of 5 days of such leave can be availed at a stretch if the student is having any teaching assignment. The maximum number of carried-over leave, from one completed year to another, is 15 days. However, a student can avail accumulated leave up to a maximum of 30 days at a time in a year. Head of the Department (HoD) grants leave on recommendation of the Supervisor/Faculty Advisor.

### **Academic leave**

Academic leave is permitted on the following grounds.

1. To attend conferences/seminars/workshops/trainings/short-term courses. A maximum of 10 days of leave is permissible in a calendar year. A maximum of 20 days of leave in a calendar year is permissible for field trips such as data collection, survey work, etc. The Head of the Department sanctions academic leave on recommendation of the Thesis Supervisor/Faculty Advisor. Academic leave exceeding 20 days but up to a maximum of 30 days in a calendar year is approved by the Director/Academic-in charge on recommendation of the Thesis Supervisor/Faculty Advisor and the HoD.
2. Academic leave for more than 30 days is not allowed during the semester in which a student is registered for course work.

## 5. ***Conduct and Discipline***

Students shall conduct themselves within and outside the premises of the Institute in a manner befitting the student of an institution of national importance. Rules regarding conduct and discipline of students are given in ***Appendix -IV***.

## 6. ***Faculty Advisor***

The Faculty Advisor will help the students in planning their courses of study and for getting general advice regarding either the academic programme or any other activity. The Head of the Department concerned will assign a faculty advisor every semester of M. Tech programme.

## 7. ***Residence***

- 7.1 Hostel accommodation is provided to the regular students as per availability of seats in hostels.

- 7.2 The terms and conditions that a student must fulfil during his/her stay in a Hostel are as mentioned in **Appendix-XII**.

## 8. **Course Structure**

In order to qualify for M. Tech degree of the Institute, a student is required to complete **minimum 112 Credits** following the prescribed curricula of the department concerned. The credits that have to be completed satisfactorily for the degree are distributed as follows:

M. Tech	Course Structure	From Session 2016-17
1 <sup>st</sup> Semester	Course Work	35-36 credits
2 <sup>nd</sup> Semester	Course Work	36-37 credits
3 <sup>rd</sup> Semester	Seminar and Dissertation	16 credits
4 <sup>th</sup> Semester	Seminar and Dissertation	24 credits

## 9. **Examination**

### 9.1 **Mid Semester Examination:**

Mid Semester examination shall be held as per schedule of the academic calendar following the norms in *Section 13*.

### 9.2 **End Semester Examination:**

End Semester examination shall be held at the end of each semester. In order to be admitted to the examination, a candidate must have:

- (a) Pursued a regular course of study prescribed for the end semester examination concerned.
- (b) Not been debarred from appearing in examination due to shortage of attendance or as a result of disciplinary proceeding.

### 9.3 **Re/Special Examination:**

If a student fails in Re/Special End semester examination, he/she has to attend the classes and he/she has to appear the next regular examination.

## 10. **Curriculum**

The curriculum for the courses for M. Tech programme shall broadly comprise of the following:

- i. 50% to 75% core subjects.
- ii. 25% to 50% elective subjects.
- iii. Dissertation.

## 11. **Dissertation**

Any student who has completed the required course work and credit requirement with minimum semester grade point average (SGPA) and cumulative grade point average (CGPA) may submit his/her dissertation work for evaluation.

The dissertation work shall be carried out under the supervision of faculty member(s) from the department. If a student is allowed to work on inter-disciplinary topic then there may be more than

one supervisor, i.e. one regular faculty from the department and the other from other collaborating department of the Institute or industry or research organization or other institute of repute.

- 11.1 The student may be permitted to do dissertation work on an assigned topic in the institute or at other institute/industry/organization of repute with an external co-supervisor duly approved by the department.
- 11.2 If a student gets FF in Project-I of 3<sup>rd</sup> semester, he/she will be allowed to register and carry out Project -I in 4<sup>th</sup> Semester. Subsequently the 4<sup>th</sup> semester project will be extended up to 5<sup>th</sup> semester.
- 11.3 If any student has been granted temporary withdrawal from the Institute for 3<sup>rd</sup> and 4<sup>th</sup> semesters as per *Section 17* under provision (iii), then he/ she may be allowed to complete the required credits for the dissertation work.
- (i) The last two semesters for full time candidates of the study will be devoted towards dissertation work. Every candidate shall submit 4 (four) copies of his/her dissertation to the Head of Department at the end of the last semester.
  - (ii) The candidate is required to make presentation of the dissertation work carried out by him, before a committee constituted for the purpose.
  - (iii) The dissertation submitted under regulation shall relate to some special topic on the main subject. It shall be accompanied by a declaration signed by the candidate and countersigned by the supervisor that "the dissertation has been prepared by the candidate himself/ herself". The dissertation shall embody the results of investigation carried out by the candidate related to the problem / subject of his/her studies or the scientific analysis of the published work on the subject and should be presented in such a manner as to show the candidate's ability of making scientific investigations and writing technical reports.
  - (iv) A candidate shall indicate generally the sources of information used in his dissertation, the content of the dissertation which he/ she claims to be original.
- 11.4 The dissertation submitted by the candidate shall be examined by an Evaluation committee comprising of supervisor(s), HoD or his nominee, one faculty member from the concerned department, one faculty member from another department and one external examiner. Above evaluation committee will be constituted by the Director/ Academics In-charge.
- (i) If the dissertation is approved by the examiners as being of sufficient standard and merit for the M. Tech degree, the candidate shall be required to defend his dissertation in an open seminar which will be notified in advance.
  - (ii) The examiners shall report the result of the dissertation defence to the academic section.
  - (iii) In case the soft copy of the dissertation is returned with suggestions for improvement and comments indicating non suitability for evaluation, then the candidate shall be allowed maximum 6 months time for resubmission incorporating suggested work. The candidate shall have to present his revised dissertation work before the evaluation committee. After approval of the committee the soft copy of the dissertation will be sent to the same external examiner. The candidate shall have to wait for external examiner's report before he/ she may be allowed to defend his/her research work in an open seminar.
  - (iv) If the external examiner rejects the dissertation for the award of degree, the candidate is required to register for the dissertation and may be allowed to change/ modify the research topic in consultation with the Supervisor. However, the time limit will be as per *Section 17* of the regulations.
- 11.5 Assessment Procedure for the Dissertation

Performance in the dissertation work will be assessed individually at the end of III and IV semester.

The different components of the evaluation and their weightage are listed below:

Project Evaluation Semester III	
Marks allocated (in Percent)	Assessment Committee
50	Dissertation Supervisor
50	Evaluation Committee
Project Evaluation Semester IV	
50	Dissertation Supervisor
50	Evaluation Committee

## 12. Grading System

Letter grades will be used to assess the performance in course work as given below:

Performance	Letter - grade	Grade point per credit
Outstanding	AA	10
Excellent	AB	9
Very Good	BB	8
Good	BC	7
Average	CC	6
Below Average	CD	5
Marginal	DD	4
Poor / Fail	FF	0
Incomplete	II	-
Repeat the Course	RC	-

A Semester Grade Point Average (SGPA) will be computed for each semester to work out the overall performance of a student in that semester. The SGPA will be calculated as follows:

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

Here  $n$  is the number of subjects registered for during the semester

$c_i$  is the number of Credits allotted to a particular subject, and

$g_i$  is the grade point corresponding to the grade awarded for the subject.

A Cumulative Grade Point Average (CGPA) will be computed at the end of the Second and the subsequent semesters as

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

Where ' $m$ ' is total number of subjects registered for semester 1 onwards up to the current semester.

Both CGPA and SGPA will be rounded off to the second place after the decimal and recorded. Whenever these Grade Point Averages are to be used for the purpose of determining the *inter se* merit ranking of a grade of student, only the rounded off values will be taken into account.

When a student gets grade "II" or grade "RC" for any subject(s) during a semester, the SGPA for that semester and the CGPA will be tentatively calculated ignoring this subject. After the "II" or "RC" grade



is replaced by a DD or higher grade, the SGPA for that semester and the CGPA will finally be recalculated taking into account the performance in the subject(s) concerned.

When a student gets “FF” grade for any subject(s) during the semester, the SGPA and CGPA from that semester onwards will be tentatively calculated, taking ‘0 points’ for each such grade during that semester. After the FF grade(s) has been substituted by a higher grade in the Re/Special examination or in a subsequent semester, the SGPA and CGPA of all the semesters, onwards from the semesters in which ‘FF’ grade was obtained earlier, will be suitably modified to take this change of grade into account.

### 13. *Awarding of Grades*

- 13.1 There will be continuous assessment of a student’s performance throughout the semester and grades will be awarded by the teacher concerned or by the appropriate committees appointed for the purpose on the basis of the following:

mid-semester examination in case of theoretical subjects, comprehensive viva-voce, laboratory/design/workshop, project, seminars, dissertation and viva-voce.

- 13.2 In the case of theoretical subjects:

The concerned Department/Centre will conduct the Mid-semester and End-semester examinations. The question paper setting will be done by internal faculty/ Course Co-coordinator (assigned by the department) and evaluation will be internal.

- 13.3 For courses having only theory or Practical or both theory and practical components, the final grades will be awarded on the basis of Class assessment, Mid-Semester Examination and End-Semester Examination according to the weightage given below.

<b>Theory Evaluation Components</b>	<b>Subcomponents</b>	<b>Weightage</b>
Class Assessment	Class Attendance, Assignment, Class Test etc.	20%
Mid-Semester Exam.: 2Hr Duration		30%
End-semester Exam.: 3Hr Duration		50%

- a) For assigning marks in the laboratory course, the relevant subcomponents to be considered are: day to day work (lab performance), regularity (lab attendance), assignment (lab report), viva-voce etc. Weightage of the different subcomponents in deciding the final marks are to be announced at the beginning of the semester. The subcomponent of evaluation and their respective weights assigned to are given below.

<b>Lab Evaluation Components</b>	<b>Subcomponent</b>	<b>Weightage factor</b>
Lab Assessment	Lab Attendance	10%
	Lab performance	10%
	Lab Report	10%
	Lab Internal Viva voce	20%
End-semester Examination		50%

- 13.4 In converting the marks obtained by the students to letter grades the following grading system will be used. The numerical score awarded shall correspond to a letter grade of theory and practical subjects/components according to the following tables listed below.

Table 1: Grading System for Theory Subjects:

MAX-MIN (Theory)	Letter Grade	Grade point per credit
88 and above 88	AA	10
87-80	AB	9
79-72	BB	8
71-64	BC	7
63-56	CC	6
55-48	CD	5
47-40	DD	4
39-0	FF	0
-	II	-
-	RC	-

Table 2: Grading System for Practical Subjects:

MAX-MIN (Practical)	Letter Grade	Grade point per credit
91 and above 91	AA	10
90-84	AB	9
83-77	BB	8
76-70	BC	7
69-63	CC	6
62-57	CD	5
56-50	DD	4
49-0	FF	0
-	II	-
-	RC	-

### 14.1 Failure/ Repeat

Grades “FF/II” and “RC” may be improved as per following provisions:

Course(s) Components	Grade awarded	Procedure to improve previous Grade
Theory	Fail or Incomplete FF or II	Appear at Re/Special examination or at end semester examination with next batch
Laboratory	Repeat RC	Re-register for the course with next batch or next semester if course is being offered by the department.

### 15. The Incomplete Grade “II”

The grade “II” may be temporarily given to students who are unable to appear in end semester examination because of

- Illness or accident, which disables the student from appearing at the examination. This must be duly certified by the Medical Officer of the Institute or a Doctor recognized for the purpose.
- A mishap in the family at the time of end semester examination which requires the student to be away from the campus.

## **16. Award of Degree**

A candidate shall be entitled to the M. Tech degree only on successful completion of **minimum 112 credits** and a minimum CGPA of 6.00 within specified period of time as mentioned in Section 1.

## **17. Temporary Withdrawal from the Programme**

17.1 A student admitted to the programme will be required to complete successfully the first four semesters at a stretch. However, a student may be given permission for temporary withdrawal for one/two semester to complete the course work as Full time candidate in special circumstances such as:

- (i) Illness or accident, which prevents the student from appearing at the end semester examination. This must be duly certified by the Medical Officer of the Institute or a Doctor recognized for the purpose.
- (ii) A mishap in the family at the time of examination which, in the opinion of the Head of the Department/ Centre and Academic In-charge requires the student to be away from the campus.
- (iii) The student applies to the institute within 15 days of his absence from the classes stating fully the reasons for such withdrawal together with supporting documents and endorsement of parents/legal guardian.
- (iv) Only one such temporary withdrawal during the programme will be considered or granted.

17.2 If any student continues to remain absent without any information or does not report after temporary withdrawal granted for one/two semesters or withdraws from programme without any information to the Head of Department/Centre, then his/ her admission shall stand cancelled.

17.3 Conversion from Full time to Part-Time candidature: If a student joins his/her job and the employer requires him/ her to join the assignment before completing the curricula of the M. Tech Programme, then the student may request for conversion from Full time to Part time Candidature provided the student has completed all course requirements and passed all courses(s) except project phase I or II of 3<sup>rd</sup> and/or 4<sup>th</sup> semester. Under this circumstance, the candidate will be governed by the part time regulations. Further, the candidate needs to register in each semester after depositing requisite fee and must report to the department for seminar presentations and other evaluations as per curricula.

## **18. Cancellation/ Withdrawal of Admission and Refund Rules**

A student may request for withdrawal from the Institute after admission or after joining the programme. But in all such cases, the student is required to inform the Director/Academic In-charge through the HOD and submit reasons/justification.

No request for cancellation of admission and/or permission to withdraw from a programme shall be entertained unless application is countersigned by Parent/ Legal Guardian with justifications.

The student is required to submit No-Dues from different departments, labs, Hostel, Library, Accounts and academic section on No-Dues pro-forma for grant of permission to withdraw.

No refund of tuition fee and development charges shall be allowed, if the student has got registered to a semester or programme. However other fee deposited shall be refunded as per rules of the Institute.

Refund of fee deposited at Central counselling Board or any other admission agency shall be allowed only if the amount has been transferred to the Institute as per rules of the Institute.

Detailed refund rules after cancellation of admission are placed at **Appendix - VII**. However, the refund rules are deemed to be modified/amended as per directive/notification of the competent authorities.

## **19. Discretionary Power**

Student facing dismissal from academic programme may be granted probation on submitting an appeal to the senate.

In case of disciplinary action, adopting malpractice and unfair means in examination or any other reason of action against any student, he/ she may be granted probation by the Institute following recommendation of the investigating committee constituted for the purpose.

Students placed on probation for a semester will be dismissed unless such a student attains a minimum CGPA of 5, *after the 2<sup>nd</sup> semester result*. The said event of probation must follow an office order or notification.

## **20. Issue of Transcript**

Transcripts are records of the student's academic performance. The following are the guidelines for issue of transcripts and certificates:

- (i) The transcript shall be dispatched to the student's permanent address by registered/ Speed post only in a sealed envelope.
- (ii) Degree and other certificates issued by the office shall be delivered to the student directly or shall be sent by registered/ speed post to his/ her permanent address only.
- (iii) Upon the request of the students, the office issues the letter of attendance and other certificates. To obtain all such certificates, service charges (as applicable) are required to be deposited to the Institute account.
- (iv) The Duplicate Transcript / Grade Card will be issued on payment of extra charge fixed by the competent authority.
- (v) Request for issue of Duplicate copy of any document such as Degree, Migration certificate and Provisional Degree must carry Affidavit and Fee fixed for it.
- (vi) The grade card/ transcript shall be issued by the Faculty In-Charge after verification by Verifying Officer.
- (vii) No student record shall be shown or given to a third party without written consent of the student. The Institute may have discretionary exceptions to this.
- (viii) No transcripts shall be issued against request made through third parties, i.e. representatives, friends or relatives, agencies etc.
- (ix) In exceptional cases transcripts may be issued on the request of a third party meeting the following conditions:
  - (a) The party must carry a power of attorney/ letter of authority with photograph of the person who has been authorized and attested by the student.
  - (b) The third party must produce affidavit from the competent authority to the effect that he/ she assumes full responsibility for any disputes arising from the possibility that the office is misled in sending transcripts to persons who have no legal claims over the document.
  - (c) The third party will be required to put his/ her thumb impression on the said affidavit.
  - (d) The third party will not demand that the transcripts be given to him/ her.

## **21. Institute Medals and Prizes**

### **21.1 Institute Gold Medal(s) and Certificate(s) to Graduating Candidates:**

a) The candidates graduating from the Institute shall be awarded Gold Medal in each academic session based on the list declared by Gold Medal Award committee and shall also be given Academic Merit Certification in the Convocation for that session.

b) Programme topper(s) in each specializations: Recipients' names from different programme(s) are to be decided based on merit i.e. CGPA and overall percentage of marks of the Candidates graduating in that academic session.

c) The selection of candidate for award of gold medal will be done based on merit as detailed below for determining inter-se-merit and merit rank within Programme and discipline/ department.

(i) Candidates getting FF grade in any subject in M. Tech programme are not eligible to be considered for award of gold medal.

(ii) For award of Gold medal for any programme a candidate must have minimum CGPA  $\geq 8$ , irrespective of the number of students graduating from the Department/ Programme.

(iii) Gold medals shall be awarded in an academic session for a Programme and a discipline/ department as detailed below-

- I. In M. Tech Programme one "Gold Medal for Overall Topper" shall be awarded to the student graduating with highest CGPA. A citation letter will also be issued to the overall topper holding Gold medal to this effect.
- II. "Programme topper's Rank Certificate" and Gold medal shall be awarded to the student graduating with the highest CGPA.

(iv) The candidate must not have been involved in any act of indiscipline or had not been punished/awarded punishment for an act of indiscipline or adopting unfair practice or unfair means at any examination during his/ her stay at the Institute. However, an act of indiscipline by students en-masse due to specific reasons may be treated differently compared to an act of indiscipline committed by an individual student.

(v) If there is more than one candidate having the same CGPA then there will be joint awardees.

(vi) If any student had missed the end semester examination due to medical reasons or any other valid reason(s) and has been permitted to appear at Re/Special examination during his/her stay in the Institute, then he/she shall not be considered for award of any medal/certificate of the Institute decided on the basis of academic records.

## **22. Power to Modify**

The Senate - as the Supreme academic body of the Institute - may, from time to time, revise, amend or alter the regulations, courses of study and syllabi as and when found necessary.

## APPENDIX - I

### M. Tech Programme:

Sl. No.	M. Tech Programme	Branch of Specialization	Duration
1	<b>Master of Technology</b> in Computer Science & Engineering	Computer Science & Engineering	2 years Full time
2	<b>Master of Technology</b> in Electrical & Electronics Engineering	Power Electronics & Drives	
3	<b>Master of Technology</b> in Electronics & Communication Engineering	Microelectronics and VLSI System Design	

### Seats Distribution under different Categories (Admission based on valid GATE Score):

Department	M. Tech Programme Specialization	GATE subject admissibility	OC	OB	SC	ST	OCPWD	OBPWD	SCPWD	STPWD	Total
Computer Science & Engineering	Computer Science & Engineering	CS	4	3	1	1	1	0	0	0	10
Electrical and Electronics Engineering	Power Electronics & Drives	EE	5	3	2	0	0	0	0	0	10
Electronics & Communication Engineering	Microelectronics and VLSI System Design	EC	5	2	2	1	0	0	0	0	10
Total Seats											30

Note: 3% of existing seats are reserved for PWD category.

### Fulltime Sponsored Category Seats:

Three seats per M. Tech programme have been proposed under this category. The seats are non-transferable within same department/specialization. Admission under Fulltime Sponsored category is offered on merit basis based on the academic record, admission test and Interview.

### Part-time Sponsored Category Seats:

Two seats per M. Tech programme have been proposed under this category. The seats are non-transferable within same department/specialization. Admission under Sponsored category is offered on merit basis based on the academic record, admission test and Interview.

### Qualifying Degree (Nomenclature) - M. Tech Programme for different Specializations

Department	M. Tech Programme Specialization	Qualifying Degree (Nomenclature)
Computer Science & Engineering	Computer Science & Engineering	B. Tech/B.E in Computer Science & Engineering/Information Technology, MCA

<b>Electrical &amp; Electronics Engineering</b>	Power Electronics & Drives	B. Tech/B.E in Electrical /Electronics/Instrumentation Engineering
<b>Electronics &amp; Communication Engineering</b>	Microelectronics and VLSI System Design	B. Tech/B.E in Electronics /Electrical Engineering

## APPENDIX – II

### Rules regarding Admission of Sponsored Candidates to M. Tech Programme

The Institute may admit persons, who are in gainful employment as '*Sponsored Students*' to any of the courses covered by this regulation subject to the conditions laid down in following paragraphs.

- An applicant seeking admission as a sponsored candidate must have obtained degree at the qualifying examination.
- He must have secured at least 60% marks or equivalent CGPA in Bachelor's degree examination in Engineering and Technology. Candidates who possess the minimum prescribed qualification and are in service in any of the following establishments shall be eligible for admission to the courses as sponsored students.
  - Defence or other ministries of the Government of India or any other Government organization.
  - Established industries and research and Development Organization as may be recognized by the Institute from time to time.
  - Autonomous public undertakings.
  - Universities and recognized technical institutions, which are not covered by the QIP Scheme.

Candidates seeking admission under sponsored category must have had a standing of at least 2 years' service and while applying, shall have to produce sponsorship and no objection certificate (NOC) from the employer.

Intending sponsored candidates must submit their application on prescribed form for admission through their employers, a competent authority of which will forward the same to the Institute with suitable endorsements as required by the form, so as to reach the Institute by the stipulated date.

In the case of a sponsored candidate the maximum age limit shall be as decided by their sponsoring employer.

All sponsored candidates shall be required to qualify in admission Test and interview conducted by a selection committee constituted by the Advisory Committee of the Department concerned.

At the time of joining the Institute, a sponsored candidate selected for admission shall be required to produce certificate in a prescribed form from the employers to the effect that the applicant

- i) Has been in service in that organization for at least a period of 2 years.
- ii) Has been officially released from duties for purpose of joining the course and his/her service will be retained with the employers.

The selected sponsored candidate shall have to submit evidence of having passed the qualifying examinations with required percentage of marks or grade and other necessary documents as the Institute may require.

## APPENDIX - III

### Term and Conditions for the award of institute M. Tech Teaching Assistantship

All students admitted to any of the M. Tech Programmes under *Section 2.1* of this Regulation shall be entitled to Institute M. Tech Teaching Assistantship and will be required to do academic work for minimum 8 to 10 hours per week.

## APPENDIX - IV

### ***Rules Regarding Conduct and Discipline of Students***

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 Hostels, the Sports Officers of the Gymkhana and the Officers of the National Cadet Corps : proper courtesy and consideration should be extended to the employees of the Institute and of the Hostels. 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-acts of ragging will be considered as gross indiscipline and will be severely dealt with.
3. The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
  - Ragging as defined by Honourable Supreme Court Order(s)
  - Furnishing false statement of any kind in the application form for admission or for award of scholarship etc.
  - Displaying lack of courtesy and decorum resorting to indecent behaviour anywhere within or outside the campus.
  - Wilfully damaging or stealthily removing any property/ belonging of the Institute, Hostels or fellow students.
  - Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
  - Adoption of unfair means in examination.
  - Organizing or participating in any group activity in company with others in or outside the campus without prior permission of the Academic In-charge.
  - Mutilation or unauthorized possession of library books.
  - Resorting to noisy and unseemly behaviour, disturbing studies of fellow students.
  - Misuse of Internet/ E-mail facilities or tampering/ hacking with servers anywhere in the Hostels / Departments etc.
  - Not intimating his/ her absence to the Warden of the Hostel before availing any leave.

Commensurate with the gravity of the offence, the punishment may be reprimand, fine and expulsion from the Hostels, debarment from an examination, rustication for a specified period or even outright expulsion from the institute.

4. For an offence committed (a) in a Hostel, (b) in the Department or a classroom and (c) elsewhere, the Warden, the Head of the Department and the Academic In-charge, respectively, shall have the authority to reprimand or impose fine or take any other suitable measure.

All cases involving punishment other than reprimand shall be reported to the Chairman of the Standing Disciplinary Committee.
5. (a) All major acts of indiscipline, which may have serious repercussion on the general body of students, and/ or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Standing Institute Disciplinary Committee appointed by the Senate. The standing Disciplinary Committee consist of the following ex-officio and other members:



(i)	Dean/Faculty In-Charge, Students Affairs	Chairman
(ii)	Director's Nominee	Member
(iii)	Chairman, Hostel Management Committee	Member
(iv)	Warden of the Hostel of Residence of which the student concerned is a boarder	Member
(v)	One Faculty nominated by the Senate by rotation for two years	Member
(vi)	Two (One Boy and One Girl) Student representatives nominated by Academic In-charge for one year	Member
(vii)	The Registrar assisted by The Deputy Registrar (Personnel & Administration)	Member Secretary

In addition, the Chairman may invite any other person(s) to be associated with the proceedings of a particular case, if his/ their participation is considered necessary in disposing of the matter.

- (b) 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.

6. Cases of adoption of unfair means in an examination shall be dealt with by the Committee consisting of the following members on Prevention of Examination Malpractices:

(i)	Dean/Academic In-charge	Chairman
(ii)	Head of the Department to which the reported student belongs	Member
(iii)	The Invigilator reporting the case	Member
(iv)	The Invigilator-in-Charge of the Examination Hall concerned	Member
(v)	The subject teacher concerned	Member
(vi)	Two members of faculty nominated by the Director for a term of two years	Member
(vii)	The Deputy Registrar (Examination)	Member Secretary

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

7. In case a teacher or an employee is registered in some approved academic course, he/she will also be treated as Student for the implementation of these rules.

8. **Unfair means and malpractice at Mid/ End Semester examination**

If any student is found involved in malpractice and unfair-means practice at Mid Semester or End Semester Examination then

- a. The Hall in-charge is required to submit a detailed report to the Controller of Examination/ Dy. Registrar (Exam.), regarding the nature of malpractice and/ or Unfair-means adopted by the student with relevant evidence (if any) with signature of the invigilators.
- b. The student shall be debarred from appearing at the examination in which he/she has been reported and legal action may be initiated as per rule.
- c. The Academic In-charge or Competent Authority, after consultation with subject/ course expert regarding evidence of Malpractice/ Unfair-means adopted by the student, will issue notice to the student highlighting status for appearing at subsequent Examination(s).
- d. The answer sheet with a copy of report is required to be sealed in a separate envelop and placed before the Unfair-means Committee for necessary decision and recommendation of action.
- e. The details of category and punishment in different cases of malpractice and Unfair-means are placed at **Appendix - X**.

9. **Stay-out or Walk-out from Examinations**

There shall be no re-examination, if student(s) STAY-OUT/ WALK-OUT from the examination hall.

However, in special circumstances the issue of re-examination of courses/ subjects for theory component and/ or Practical component for student(s) who have STAYED-OUT or WALKED-OUT from the examination shall be decided by a Competent Committee constituted for the purpose.

If any re-examination is recommended, then that examination shall be treated as Re/Special Examination and relevant rules under the provisions of Special Examination shall be applicable.

#### 10. Mass Absenteeism:

On noticing frequent mass absenteeism by students, the faculty concerned must make a written report to the HOD about the class and group of such students. The HOD will forward the report to the Academic In-charge for action as recommended below:

- (i) On first mass absenteeism in the subject Warning shall be issued.
- (ii) On second instance of absenteeism 100% of marks shall be deducted from marks earned for attendance i.e. no marks shall be awarded for attendance.

### APPENDIX-V RULES REGARDING ATTENDANCE

Following are the rules relating to attendance at classes:

1. Attendance in all classes (lectures + tutorials, laboratories, workshops, etc. are compulsory. A student may be debarred from appearing at an examination on the ground of unsatisfactory attendance. However, to provide for emergency, absence to the extent of 25% of scheduled number of classes in each course will be permitted.
2. In deserving cases, a further relaxation of 15% (attendance between 60% to 74%) may be allowed by the concerned teacher, but the student's grade will be reduced by one step / grade, e.g. 'AA' grade will be reduced to 'AB'. However, the reduction of grade is limited up to 'DD' grade only.
3. In deserving cases, a further relaxation of 10% (attendance between 50% to 59%) may be made by the concerned teacher, but the student's grade will be reduced by two steps / grades, e.g. 'AA' grade will be reduced to 'BB'. However, the reduction of grade is limited up to 'DD' grade only.
4. If attendance is below 50% for a particular course, his / her registration in a particular course will be cancelled by the concerned instructor and he/she will get 'RC' (Registration Cancelled) grade. He/she may register in a subsequent semester.
5. If a student is engaged officially outside the class room, e.g. in the placement programme and institute level meeting or in an approved workshop / conference, his/her attendance will be marked by the concerned faculty/officer. It is the student's responsibility to ensure that the attendance is marked by concerned faculty/officer.
6.
  - i) If the period of absence is for a short duration (of not more than two weeks) application for leave shall have to be submitted to the Head of the Department concerned stating fully the reason for the leave requested for along with supporting document(s). The Head of Department will grant such leave.
  - ii) Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reason for which prior application could not be made may be condoned by the Head of the Department provided he is satisfied with the explanation.
7. If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted through the Head of the Department to the Director, with the supporting documents. The decision to grant such leave shall be taken by the Director after considering the recommendation of the Head of the Department.
8. It will be the responsibility of the student to get his absence from classes condoned by the appropriate authority.
9. A student must intimate his/her absence to the Warden of the Hostel in which he/she is residing, before availing of any leave. Failing to do so will be construed as breach of discipline and will be dealt with as per provision in *Appendix-IV*.

**10.** In case of natural calamity/ illness/ family problem etc. the condonation / relaxation in Attendance requirement shall be decided by the committee constituted for the purpose.

**11.** Late Registration or condonation allowed on any ground does not permit compensation in marks for attendance or internal evaluation.

## APPENDIX – VI

### M. Tech Programme: Course Structure & Credits

#### *M. Tech Programme Course Structure & Credit requirement for Award of Degree*

Programme Code	S. No	Semester	Course Code	Subject	L	T	P	Credit	Total Credit	Full Marks
<b>Semester I</b>										
-	1	1	-	Subject – I	3	0	0	6		100
-	2	1	-	Subject – II	3	0	0	6		100
-	3	1	-	Subject – III	3	0	0	6		100
-	4	1	-	Subject – IV	3	0	0	6		100
-	5	1	-	Subject – V	3	0	0	6		100
-	6	1	-	Lab – I	0	0	3	3		100
-	7	1	-	Seminar	0	0	3	3		100
				<b>Sum Total</b>	<b>15</b>	<b>0</b>	<b>6</b>	<b>36</b>	<b>36</b>	<b>700</b>
<b>OR</b>										
-	1	1	-	Subject – I	3	0	0	6		100
-	2	1	-	Subject – II	3	0	0	6		100
-	3	1	-	Subject – III	3	0	0	6		100
-	4	1	-	Subject – IV	3	0	0	6		100
-	5	1	-	Subject – V	3	0	0	6		100
-	6	1	-	Lab – I	0	0	3	3		100
-	7	1	-	Seminar	0	0	2	2		100
				<b>Sum Total</b>	<b>15</b>	<b>0</b>	<b>5</b>	<b>35</b>	<b>35</b>	<b>700</b>
<b>Semester II</b>										
-	8	2	-	Subject – I	3	0	0	6		100
-	9	2	-	Subject – II	3	0	0	6		100
-	10	2	-	Subject – III	3	0	0	6		100
-	11	2	-	Subject – IV	3	0	0	6		100
-	12	2	-	Subject – V	3	0	0	6		100
-	13	2	-	Lab – II	0	0	3	3		100
-	14	2	-	Term Paper	0	0	3	3		100
				<b>Sum Total</b>	<b>15</b>	<b>0</b>	<b>6</b>	<b>36</b>	<b>36</b>	<b>700</b>
<b>OR</b>										
-	8	2	-	Subject – I	3	0	0	6		100
-	9	2	-	Subject – II	3	0	0	6		100
-	10	2	-	Subject – III	3	0	0	6		100

-	11	2	-	Subject – IV	3	0	0	6		100
-	12	2	-	Lab –II	0	0	3	3		100
-	13	2	-	Lab – III	0	0	3	3		100
-	14	2	-	Seminar	0	0	3	3		100
-	15	2	-	Term Paper	0	0	0	4		100
				<b>Sum Total</b>	<b>15</b>	<b>0</b>	<b>9</b>	<b>37</b>	<b>37</b>	<b>800</b>
<b>OR</b>										
-	8	2	-	Subject – I	3	0	0	6		100
-	9	2	-	Subject – II	3	1	0	8		100
-	10	2	-	Subject – III	3	0	0	6		100
-	11	2	-	Subject – IV	3	0	0	6		100
-	12	2	-	Lab – II	0	0	3	3		100
-	13	2	-	Term Paper	0	0	0	4		100
-	14	2	-	Seminar	0	0	3	3		100
				<b>Sum Total</b>	<b>15</b>	<b>1</b>	<b>6</b>	<b>36</b>	<b>36</b>	<b>700</b>
<b>Semester III</b>										
-	16	3	-	Project Phase I	0	0	0	16		100
				<b>Sum Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>16</b>	<b>100</b>
<b>Semester IV</b>										
-	17	4	-	Project Phase II	0	0	0	24		100
				<b>Sum Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>24</b>	<b>100</b>
				<b>Total Credit</b>					<b>112</b>	

**Audit Courses:** Students can audit Theory and/ or Practical courses being offered in any B. Tech/ M. Tech programme during the semester in any department if deemed necessary to augment their learning.

Students registered for any Audit Course are required to attend classes (attendance must be  $\geq 75\%$ ), and appear at evaluation(s); - such as class test/ Assignments, mid semester examination and end semester examination, and pass in Theory/ Practical with minimum “DD” Grade as per rules. However, credit earned for Audit courses shall not be taken into account in calculation of SGPA or CGPA, but shall be recorded in Grade card as Satisfactory or with some symbolic grade indicating completion of the Audit course.

**Detailed Syllabus:** Syllabus for courses having same title shall be common. Syllabus for a course will be defined by the department/ specialization to which the course belongs.

## Course Code

All the courses offered for UG and PG Programmes are denoted by codes comprising of two letters and four digits. The Department Code is followed by a four digit number to represent course/ subject being offered in a semester.

The Department Subject code i.e. last two digits will be same for subject/ course being offered in different semesters to different branch of students and have same course content for the subject.

The letter symbols of the departments are as follows:

- CS - Computer Science & Engineering
- EC - Electronics & Communication Engineering
- EE - *Electrical & Electronics Engineering*

The detailed outline for the Course code is given below:

Course Code						
1	2	3	4	5	6	7
Department Code		L/P	2	Semester	Subject Code	

Semester:	Department Code:	Programme Code with Course S. No:
1 <sup>st</sup> Sem: 1	Computer Science & Engg: CS Electronics and Comm. Engg: EC Electrical & Electronics Engg: EE	For different specializations different slots may be allocated, such that identification becomes easy.
2nd Sem: 2		
3rd Sem: 3		
4th sem: 4		

Any course may be offered in odd or even semester of a programme. Therefore Semester code is to be pre fixed to the Course Code to identify course offered for any programme and for purpose of registration

### ***Credit of Course/ Subject in M. Tech Programme and its Percentage Distribution for evaluation***

Credit in any course is based on Lecture, Tutorial and Practical (L – T – P) hours assigned for the course, as indicated in column 1, 2 and 3 of the Table below.

Lecture/ Tutorial: One hour per week in a semester will be equivalent to two credits.

Practical: Three hours per week in a semester will be equivalent to three credits.

Credit of a course offered in a Semester:  $Cr = L + T + P$

Credit of any subject will be an integer number. If Credit calculated as stated above has any fractional part, it needs to be rounded off to an integer number. In case the course credit is a fractional number greater than or equal to 0.5, then it should be rounded up to the next higher integer. If fractional part is less than 0.5 then it should be ignored.

### **Course Evaluation**

L	T	P	Credits (Cr)	Course Full Marks (FM)	Theory Marks Distribution				Practical Marks Distribution (P)		
					TH. Class Assessment FM	Mid Sem. Exam FM	TH. End Sem. Exam: FM	TH. Total Theory FM	PT Class Assessment FM	PT End Sem. Exam FM	PT Total Practical FM
0	0	3	3	100	0	0	0	0	50	50	100
3	0	0	6	100	20	30	50	100	0	0	0
3	1	0	8	100	20	30	50	100	0	0	0

## **APPENDIX - VII**

### ***Registration to a Semester and/or Course(s)***

Only those students will be permitted to register who have:

- cleared all Institute and Hostel dues of the previous semesters,
- paid all required prescribed fees for the current semester,
- not been debarred from Registering for a specified period on disciplinary or any other ground,

- d) have been admitted to the institute to a programme/ semester in person only,
- e) must have passed/ studied prerequisite subject(s)/ course(s) i.e. attended courses offered in previous semester(s) for a programme or as decided by the Board of studies, before he/ she can register for an advanced course in next higher semester.

The respective department head(s) may consider registration beyond cut-off date in exceptional circumstances as stated in curricula. However, compensation for shortage of attendance due to late registration shall not be allowed.

Registration is complete only when registration is verified by the HOD and Faculty In-charge.

The Institute reserves right of cancellation of registration due to disciplinary reasons/ non fulfilling academic criteria for any programme/ semester.

Registration (Normal) will take place as per academic calendar at the beginning of each semester. A student who does not register on the day announced for the purpose may be allowed for late registration within the next three days on payment of fine of Rs.100/- per day (or as prescribed by the Institute). After the 3<sup>rd</sup> day from the last date of registration, fine will be charged @ Rs.500/- per day up to a maximum amount of Rs.5, 300/-. Cut-off date for registration is up to two weeks from the last date of registration. After that, no registration is allowed until and unless there is genuine reason with sufficient documentary proof and the application for registration is forwarded by the concerned Faculty Advisor to the Director for his concurrence and approval. However, to be eligible for appearing in Mid-Semester Examination the students must have attended at least 25% of the classes held before Mid-Semester Examination.

### ***Registration to Backlog/ Incomplete/ Repeated Course***

Students who have backlog/Incomplete/debarred academic status in one or more courses in the previous Semesters require re-registering to all those courses in subsequent semester(s). Grades in these courses are assigned as "RC" because of (i) debarment from appearing in mid/ end semester examination in a course due to shortage of attendance or (ii) debarment due to adopting Unfair means/Practice at Mid/ End semester examination or (iii) debarment for certain period due to disciplinary action.

Students of the said status must register at first for as many backlog subjects as are offered in that Semester before registering in any new subject provided the timetable permits.

Total Credits offered to a student would *not be allowed to exceed 50 including backlog subjects* in the current semester.

If any student has Backlog/Debarred Academic status and requires to get registered again for theory and Practical component for that course, then he/ she may do so during the current semester or next semester as per provisions allowed *under Section 14.1: Chances for Failure/Repeat*.

### ***Adding and Dropping Course(s)***

With the approval of the Faculty In-charge and the HOD, a student can add or drop courses within a week from the closing date of registration. Faculty advisor will properly monitor students to add or drop courses. Adding courses is possible only within the prescribed upper limits.

## **APPENDIX - VIII**

### ***Guidelines for Award of Letter Grades***

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 course instructor/co-ordination committee of a subject while converting marks into letter grades.

Table – VIII (i) a:  
Conversion from Range of marks to Letter Grade and corresponding Grade points – (for theory components)

For Semester Examination		Theory Component	
Range of marks (m)	Performance	Letter Grade to be awarded	Grade Point per Credit
88 and above 88	Outstanding	AA	10
87-80	Excellent	AB	9
79-72	Very Good	BB	8
71-64	Good	BC	7
63-56	Average	CC	6
55-48	Below Average	CD	5
47-40	Marginal	DD	4
39-0	Poor/Fail	FF	0
-	Incomplete	II	-
-	Repeat the Course	RC	-
If any student is punished for adopting unfair means or unfair practice in end-semester examination for a course and his/ her end semester examination is cancelled then that course grade shall be "II".			

Table – VIII (i) b:  
Conversion from Range of marks to Letter Grade and corresponding Grade points – (for practical components)

For Semester Examination		Practical Component	
Range of marks (m)	Performance	Grade to be awarded	Grade Point per Credit
91 and above 91	Outstanding	AA	10
90-84	Excellent	AB	9
83-77	Very Good	BB	8
76-70	Good	BC	7
69-63	Average	CC	6
62-57	Below Average	CD	5
56-50	Marginal	DD	4
49-0	Poor /Fail	FF	0
-	Incomplete	II	-
-	Repeat the Course	RC	-
If any student is punished for adopting unfair means or unfair practice in end-semester examination for a course and his/ her end semester examination is cancelled then that course grade shall be "II".			

Table – VIII (ii):  
Grade Card/ Transcript and Academic Status:

Sl. No.	Category	Details of the Category with respect to Letter Grade awarded		
1.	<b>PASS</b>	Grade awarded for all Courses are between AA and DD. Total Credit Earned = Total credit offered during the semester for the programme		
2.	<b>BACKLOG</b>	Grade awarded is "FF" for some or all of the course(s) having different components as detailed below:		
		<i>Course(s) with Components</i>	<i>Grade Awarded</i>	<i>Classification of failure in different components:</i>
		Theory only	FF	Fail in Theory component.

		Practical only	FF	Fail in Practical component.
		Students with backlog are eligible to appear at Re/Special Examination to be held after end semester examination.		
3.	<b>INCOMPLETE</b>	Grade awarded in course(s) is "II" if a student has incomplete evaluation because he/ she could not appear in End Semester Examination for the course, i.e. Students punished for adopting UNFAIR practice at End Semester examination with cancellation of End Semester Examination. Such students may appear at Re/Special Examination to be held after end Semester examination as per provisions under the curricula for the Programme.		
4.	<b>REPEATED</b>	Grade awarded in course(s) is "RC" because of debarment due to following reasons(s): <div style="margin-left: 40px;">i) Shortage of attendance. ii) Disciplinary action recommended by Disciplinary Committee for debarment in semester(s).</div> A student falling under category (i) is required to Re-register for the Course(s) with next batch or next semester as per provisions of the curricula for the programme. However, for students under (ii) registration shall be allowed only after serving the punishment period.		

## APPENDIX - IX

### ***Provision of Inspection Mid/End Semester Examination Answer Book***

The procedure as outlined below shall be adopted for inspection/ display of answer scripts.

(i) For improving the learning process to the benefit of students, the answer scripts, after correction of all class tests, mid - semester examinations, assignments etc., would be shown to the students within 4 weeks from the date of tests/ examinations. This process must be completed before commencement of the End semester examination.

(ii) The students may inspect their End semester answer script(s) after evaluation, but opportunity of inspection shall be limited to two days after evaluation is completed. Thereafter the marks shall be considered final, tabulated and grades shall be awarded.

(iii) The scrutiny of the end semester answer scripts shall be done by the Performance Evaluation committee members of respective departments or by a three faculty member committee of the department. After scrutiny, correction/ modification in marks shall be incorporated in their result/ Grade.

(iv) After scrutiny is completed, changed marks and grade shall be awarded/ recorded in result and grade card.

(v) Model solutions of the question papers should be displayed to the students before returning the answer scripts.

### ***Procedure for Display/ Inspection of End Semester Examination Answer Book***

(i) The evaluation of end semester answer scripts will be done centrally and no coding is required to be done

(ii) Marks obtained by examinees for different courses will be submitted for tabulation.

(iii) The evaluated answer scripts will be kept in respective department or centrally for display to the examinees.

(iv) The HOD(s) of respective department(s) shall plan for completing the evaluation work in scheduled time and organize display of answer books to the examinees in batches of ten



students per batch. Schedule and venue for the display may be notified in advance by the respective departments.

(v) Faculty members (evaluators) must be present to display the answer books and clarify any query/ evaluation. If any error is found then the same will be corrected and the corrected marks will be sent to the controller of Examination for tabulation and publication of corrigendum result.

(vi) Students with valid I-Card and fulfilling administrative formalities will be allowed to inspect their answer scripts. During inspection I-Card shall be retained by the faculty concerned/ present. The student is required to put his/ her Signature before he/she is permitted for inspection.

(vii) Inspected/corrected Answer scripts shall be stamped "Inspected and Satisfied" by the faculty.

(viii) Students shall not be permitted to carry any other materials such as written/ blank paper, Pen Pencil or Mobile Camera etc. during inspection.

(ix) If any student is not satisfied or has not been able to inspect, shall be governed by the amended rules for the purpose.

### ***Scrutiny of End Semester Examination Answer Book***

After introduction of provision of Inspection/ Display of answer scripts, provision of Scrutiny stands withdrawn.

## **APPENDIX - X**

### ***Examination Malpractice and Unfair means Cases (UMC) during Examinations***

1. Provision of punishment for various possible *Unfair-means Cases (UMC)* in Examination during End semester/ Re/Special examination is as given below:

<b>Category</b>	<b>Nature of offence</b>	<b>Approved/ revised Punishment</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
1.	Possession of piece of paper which is unconnected with the subject matter of the examination or making identifying mark on the answer script.	Cancellation of the Examination in that paper.
2.	Possession of piece of paper, which is connected with the subject matter but not utilized.	Cancellation of the Examination in that paper.
3.	Utilization of piece of paper / notes/ books chits etc. which is connected with the subject matter of the Examination	Cancellation of the Current Examination
4.	Substituting, replacing, changing or adding pages in the answer script supplied to the candidate, taking answer script outside the examination hall, tampering with material evidence, threatening the persons connected with the examination.	Cancellation of current Examination and debarment from any Examination in the next one academic semester. After next academic semester the student has to do fresh registration in the same semester and attend classes (i.e. re- admission).
5.1	<b>Impersonation:</b>	

	(a) If the Impersonator is identified to be a student of the Institution	(a) His/ Her admission shall be cancelled and he/ she will be expelled from the Institute. He/ She will be also handed over to police/ Magistrate for action as per the law.
	(b) If the Impersonator is identified to be other than a student of the Institution	(b) He/ She shall be handed over to the police/ magistrate for action as per the law.
	(c) In case of both 5.1 (a) & (b) above:- In respect of the student for whom the impersonator was appearing	(c) His/ Her admission shall be cancelled and he/ she will be expelled from the Institute. He/ she will be handed over to police/ Magistrate for action as per the law. However, if the student has informed regarding absence from examination in advance with valid reasons and supporting documents to the Controller of Examination, then his/ her current examination shall be cancelled after enquiry and action as per provisions under the law shall be initiated after enquiry and confirmation.
5.2	Disruption of examination by slogans or Protest/ Strike, leading to cancellation of examination.	Cancellation of the Examination in that paper (refer UMC-2 above) and reduction of one grade whenever such students appear in the cancelled paper(s).
5.3	Snatching or tearing of answer book of other examinees	Cancellation of current Examination (refer UMC-3 above)
5.4	Threats or assaults or use of force against persons connected with examination	Cancellation of current Examination and drop of the next <b>one</b> academic semester. Thereafter, steps of UMC 4 above are applicable.
5.5	Exhibiting Gross indiscipline	Disciplinary action and legal action may be initiated considering the seriousness of the offence.
5.6	Illegal activities by examinees.	Any or all of the aforesaid punishment, considering the seriousness of the offence.

2. If a student is found to have been punished for adopting unfair means or unfair practice during two consecutive end semester examinations in an academic session then he/ she will have to get readmitted in Odd/ Even semester in which he/ she had been punished for UMC 1<sup>st</sup> time.

3. A student having punished under UMC shall not be eligible for award of any Institute medal or any kind of award or character certificate in future.

4. The provision of punishment for various reported Unfair means Cases (UMC) in Examination during Mid Semester examination is as given below:

Category	Nature of offence	Approved/ revised Punishment
(1)	(2)	(3)
1	Possession of piece of paper which is unconnected with the subject matter of the Examination	Cancellation of the concerned paper

2.	Possession of piece of paper which is connected with the subject matter of the Examination but not utilized.	Cancellation of the concerned paper
3	Utilization of piece of paper/ note book/ chit etc. which is concerned with the subject matter of the Examination and any act of indiscipline	Cancellation of all the papers of the current Examination and disciplinary action which may lead to debarment from the End Semester Examination and other legal action may be initiated depending upon the nature of the offence.

*Note: "Possession of Mobile or any other electronic gadget having capability of mass storage and programming during Mid or End Semester examination will be considered as equivalent to Possession of piece of paper connected/ unconnected with subject matter of the examination."*

## APPENDIX - XI

### ***Refund Rules of tuition fee and other fee***

#### **Deposited by any student after taking Admission in the Institution and cancellation/ withdrawal thereafter**

1. Candidates withdrawing from the programme before registration to the programme are required to submit application to the Academic In-charge/ Deputy Registrar with counter signature of the Parent/ Legal Guardian. Such candidates are exempted from submission of NO DUES.

No request for cancellation of admission and/ or permission to withdraw from a programme shall be entertained unless application is countersigned by Parent/ Legal Guardian with justification. However, there may be exceptions to the above requirement.

2. Admitted students may request for withdrawal from the Institute after joining the programme. But in all such cases, the student is required to inform the Academic In-charge through the HOD and submit reasons/ justification before grant of such permission.

The student is required to submit No Dues from different departments, labs, Hostel, Library, Accounts and academic section on NO DUES PROFORMA form before grant of permission to withdraw.

3. Refund of fee deposited at CCMT or any other admission agency shall be allowed only if the amount has been transferred to the Institute as per rules of the Institute.

4. The application of refund of fee shall be processed only after admission has been closed for the session.

5. Refund Rules of tuition fee and other fee deposited by any candidate/ student after taking Admission in the allotted Institution and cancellation/ withdrawal thereafter from the institution are processed as per following categories:

Sl. No.	Category of Withdrawal/ cancellation of Admission	Refund of Fee deposited
1.	Candidates withdraw after reporting and/ or during the period when Counselling for admission/ allotment of seats is in progress at CCMT and vacated/ cancelled seats have been referred back/ transferred to the admission agency for admission in subsequent counselling.	Refund of initial Fee as per Admission Agency rules in different Academic Sessions plus Processing fee of the institution. Refund will be made by the institution only after receipt/ transfer from CCB.

2.	<p><b><u>Before the Institution level Counselling:</u></b></p> <p>Students withdraw after reporting/ taking admission at the institution and/ or leave the institution after being registered to a programme.</p> <p>In such case vacated/ cancelled seats have been referred back/ transferred for admission in subsequent counselling along with institutional counselling scheduled for filling up lapsed/ vacant seats in different branches.</p>	<p>Refund of Fee shall be made after deduction of Rs 1000/- as admission processing/cancellation fee of the Institute, in addition to the Processing fee of CCMT, from the initial amount deposited at the Institute.</p>
3.	<p><b><u>After the Institution level Counselling:</u></b></p> <p>Students withdraw after reporting/ taking admission at the institution and/ or leave the institution after registration to a programme.</p> <p>In such case vacant seat due to cancellation/ withdrawal or lapsed/ vacant seats in different branches will remain vacant/ cannot be filled up.</p>	<p>No refund of fee will be allowed, except examination fee and Caution money if deposited by the student.</p> <p>The Institution will claim for transfer of initial fee deposited by the student at the since the seat shall remain vacant for the programme.</p>

## APPENDIX – XII

### Residence

1. The mess of each Hostel shall function as a single integrated unit and shall not, under any circumstances be sub - divided into any kind of groups or sub - groups.
2. Married accommodation may not be available.
3. No student shall leave his/her allotted Hostel accommodation or stay in a hostel without the prior permission of the Warden.
4. A student shall reside in a room allotted to him/her and may shift to any other room only under the instruction/ permission of the Warden.
5. Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfection and shall vacate the rooms when leaving for the vacations /holidays.
6. Students shall be responsible for proper care of the furniture, fan and other fitting in the rooms allotted to them and shall generally assist the Warden in ensuring proper use, care and security of those provided in the Hostels for common use of all students.
7. Students shall be responsible for 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.
8. Engaging personal attendants, keeping pets and use of appliances like electric heater, electric iron, oven, refrigerator etc. by a student in the Hostel is prohibited.
9. All students must abide by the rules and regulations of the Hostel as may be framed from time to time.

## APPENDIX - XIII

### Dissertation Submission: Format Guidelines

#### *Arrangement of Certificates and Text in Thesis*

1. Cover Page
2. Inside Cover Page (Identical to Cover Page)
3. Certificate from Supervisor(s)
4. Student's Declaration and copy right
5. Acknowledgments
6. Synopsis
7. List of Tables and Figures
8. List of abbreviations (if any)
9. Contents
10. List of Publication
11. Text
12. Conclusions
13. References

#### CERTIFICATE

The undersigned certifies that Mr./Ms. .... Roll. No. ....  
Enrolment No. .... is registered for the M. Tech Programme in the Department of .....  
..... with Specialization in ..... under my  
supervision.

It is hereby recommended that the Dissertation entitled .....be  
accepted as the partial fulfilment of the requirements for evaluation and award of the M. Tech  
Degree.

.....

Signature of supervisor(s) with name and  
designation, date and seal

#### DECLARATION AND COPYRIGHT

I ..... declare that this is my own original work and it has not been  
presented and will not be presented in any other University/ Institute for award of similar or any  
other Degree.

Signature: .....

Enrolment No.: .....

Date: .....

## Dissertation Presentation Information

### 1. Contents of the Dissertation

<b>CHAPTER ZERO</b>	Title, Certification, Declaration and copyright, Acknowledgment, Dedication, Abstract, Table of Content, List of Figures, List of Tables, Abbreviations
<b>CHAPTER ONE</b>	Introduction and Background
<b>CHAPTER TWO</b>	Literature Review
<b>CHAPTER THREE</b>	Source of data and their Availability
<b>CHAPTER FOUR</b>	Data Analysis and Results
<b>CHAPTER FIVE</b>	Discussion of Results
<b>CHAPTER SIX</b>	Summary, Conclusion and suggestion for further work
<b>REFERENCE</b>	Use strictly the following reference writing method.

Surname, Initials (year) Title of the Journal or book. Vol., Issue, Page, *Country*

*If the Author is single*

Atkinson, J.H. (1990) Examination of erosion resistance of clays in embankment dams. Quarterly Journal of Engineering Geology, Vol-23, Iss. 4, pp103-108, *USA*.

*If the Authors are two*

Atkinson, J.H. and Charles, J.A. (1990) Examination of erosion resistance of clays in embankment dams. Quarterly Journal of Engineering Geology, Vol-23, Iss. 4, pp103-108, *USA*.

*If the Authors are more than two*

Atkinson, J.H. and Charles, J.A. and H. K. (1990) Examination of erosion resistance of clays in embankment dams. Quarterly Journal of Engineering Geology, Vol-23, Iss. 4, pp103-108, *USA*.

*For books*

Atkinson, J.H. and Charles, J.A. (1990) Examination of erosion resistance of clays in embankment dams, 2<sup>nd</sup> Ed. McGraw Hill Pub., London, pp103-108.

<b>APPENDICES</b>	Summary data, intermediate results, reference calculation and other relevant information may be put under Appendices.
<b>CURRICULUM VITAE</b>	<b>Brief Academic record and experience (if any) of the student with Colour Photograph</b>

### 2. Font and Spacing

Title:	Bold, Arial, 14 size and Centred
Subtitles:	Bold, Arial, 12 size and left justified
Spacing:	Spacing between text lines: 1.5, Arial, 12 sizes, Leave one space between paragraphs, subtitle and the text or between Title and sub title.

### 3. Paper Margins

Left margin	:	4.0 cm
Right margin	:	2.5 cm
Top margin	:	4.0 cm
Bottom margin	:	2.5 cm

### 4. Printing

The entire thesis shall be printed on both side of the paper.

### 5. Draft Submission

Five to six loose bound copies each for the examination committee members including HoD, the external and internal examiner and supervisor, shall be submitted on or before the set deadline.

### 6. Final submission

- **Loose bound or Spiral Bound Five original copies along with a soft copy** of dissertation in case of one supervisor and six in case of more than one supervisor(s) of the thesis to be submitted.
- ***Hard bound copy of dissertation to be submitted within a week of the final evaluation*** after incorporating modifications/ suggestions of the examiner.
- All data used in the study (raw and processed) shall be submitted in soft copy and in their original form.

## NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM

*Form to be submitted along with dissertation by registered Candidates for M. Tech Programme*

1.	Name of the student				
2.	Enrolment No.		Roll No.		
3.	Department				
	Specialization				
4.	Year of admission		Session:		
5.	Date of Birth		Sex		
6.	Father's name				
7.	Category	OP/ OBC/ SC/ ST/ PH			
8.	Have you ever been debarred for adopting Unfair means at examination or disciplinary reasons? If yes, then provide details with period.				
9.	Details of Examination appeared and Passed				
	<i>Month and Year of Semester Examination</i>	<i>Subject Code</i>	<i>Course Title</i>	<i>Credit</i>	<i>Result Grade</i>
			Total Earned Credits		

Signature of the Student

Name of the student

Date of submission



**FORM I**  
**SPONSORSHIP LETTER**

**(This should be typed on the letter head of the sponsoring organisation)**

Reference No

Date:

To,

The Director  
National Institute of Technology Mizoram

**Sub: Sponsoring an Employee for M. Tech Programme**

Dear Sir,

We hereby sponsor the candidature of Mr./Ms./Mrs .....who is an employee in our organisation, for joining M. Tech Programme in .....at your Institute as a full time student. It is certified that he/she has completed 1(one) year of service in our organization/institute as a regular employee. We shall relieve him/her of his/her duties in the organisation during the tenure of M. Tech programme.

Signature and seal of the Sponsoring Authority

**FORM II**  
**NO-OBJECTION CERTIFICATE FOR NIT MIZORAM PROJECT STAFF**  
**(This should be typed on the letterhead of NIT Mizoram)**

Reference No

Date:

To,

The Director  
National Institute of Technology Mizoram

**Sub: No-Objection Certificate for NIT Mizoram Project Staff**

Dear Sir,

The Department of ....., has no objection if Mr./Ms./Mrs..... a project employee in the project .....under.....department, is admitted to the M. Tech programme in .....Principal Investigator of the concerned project has agreed to allow him/her to attend classes/research work during the M. Tech programme.

Signature and seal of the Head of the Department

**FORM III**  
**NO-OBJECTION CERTIFICATE FOR PART-TIME STUDENTS**  
**(This should be typed on the letter head of the sponsoring organization)**

Reference No

Date:

To,

The Director  
National Institute of Technology Mizoram

**Sub: No-Objection Certificate**

Dear Sir,

We have no objection if Mr./Ms./Mrs. ....an employee in our organization, is admitted to the M. Tech programme in. .... at your institute as a PART-TIME student. It is certified that he/she has completed one year of service in our organization/institute as a regular employee. We shall grant him/her leave of absence to attend classes/research works at NIT Mizoram during the M. Tech programme.

Signature and seal of the Sponsoring Authority

**FORM IV**

**NO-OBJECTION CERTIFICATE FOR NIT MIZORAM EMPLOYEE**  
**(This should be typed on the letterhead of the of NIT Mizoram)**

Reference No

Date:

To,

The Director  
National Institute of Technology Mizoram

**Sub: No-Objection Certificate for NIT Mizoram Employee**

It is certified that we have no objection if Mr./Ms./Mrs ..... , Designation: ..... , a (regular/contractual) employee of this Institute, working in the department of..... , is admitted into the M. Tech Program in the department of .....at this Institute as a part-time student. If selected, he/she shall be allowed to attend course work without affecting normal duties assigned to him/her.

Signature of Head  
(Department)

Signature of Registrar