

POST GRADUATE MANUAL

1. INTRODUCTION

The objectives of the postgraduate programmes at the Motilal Nehru National Institute of Technology, Allahabad (MNNIT Allahabad) are:

- *To be a leading R & D institution,*
- *To develop the scientific and engineering manpower of the highest quality to cater to the needs of the industry,*
- *To be a role model of educational institutions in the country,*
- *To provide a broad grasp of the fundamental principles of the sciences and scientific and technological methods through its curriculum,*
- *To provide a deep understanding of the area of specialization,*
- *To provide an innovative ability to solve new problems,*
- *To provide a capacity to learn continually and interact with multidisciplinary groups.*
- *To develop the students with a capacity for:*
 - *free and objective enquiry,*
 - *courage and integrity,*
 - *Awareness and sensitivity to the needs and aspirations of society.*

With these goals in view, the postgraduate programmes are designed to include courses of study, seminars and project/thesis through which a student may develop his/her concepts and intellectual skills.

The procedures and requirements stated in this manual embody the philosophy of the postgraduate education and ensure a high standard of performance at the Institute. Within this general framework, subject to the approval of the *Senate Post-Graduate Committee (SPGC)/Senate*, the various departments may impose such additional requirements as will serve their particular academic goals. The DPGC shall ensure that all the Rules and Procedures given in this manual are adhered to and implemented without any change. While considering an issue if the manual does not specifically mention something, the same shall be forwarded to SPGC for its consideration.

1.1. Postgraduate Programmes

Various Departments of the Institute offer the following programmes:

Applied Mechanics Department

Applied Mechanics,
Material Science and Engineering,
Water Resource Management and Engineering,

Civil Engineering Department

Geo technical Engineering,
Environmental Engineering
Structural Engineering
Environmental Geo-technology
Computer Aided Design in Civil Engineering

Computer Science and Engineering Department

Computer Science and Engineering,
Software Engineering,

Electrical Engineering Department
Power Systems/ Control and Instrumentation Engineering
Power electronics and AISC Design

Electronics Engineering Department
Digital Systems

Mechanical Engineering Department
Computer Aided Design and Manufacturing,
Design
Production Engineering,

leading to the Master of Technology (M.Tech.) degree.

The School of Management offers management courses leading to:
Master in Management Sciences (MMS),
Master of Business Administration in International Business and
Information Technology (MBA-IBIT)

Computer Science and Engineering Department leading to
Master in Computer Applications (MCA).

The institute offers programmes leading to the Doctor of Philosophy (Ph.D.) degree in various departments of the institute i.e. Applied Science and Humanities, Applied Mechanics, Civil Engineering, Computer Science and Engineering, Electrical Engineering, Electronics Engineering, Mechanical Engineering and School of Management Studies.

The Senate Post-Graduate Committee (SPGC), established according to the bylaws of the Senate, operates through the Departmental Post-Graduate Committees (DPGCs) to administer all aspects of the programmes. The constitution, jurisdiction and functions of the SPGC and the DPGC are given in Annexure I.

1.2 Senate Post Graduate Committee

The Senate Postgraduate Committee (SPGC) shall consist of one representative from each of the academic departments/interdisciplinary programmes/Centres who must be the Convener of DPGC and six additional members of whom one shall be the outgoing Chairman (if not otherwise a member), Chairman SUGC and two shall be students, one each from Ph.D. and M.Tech. programmes and nominated for the purpose among the Class Seniors. The student members shall be nominated by the Dean of Academic affairs. In addition to it Senate shall nominate two members from the senate members.

The Postgraduate Committee shall have jurisdiction in the following matters concerning the postgraduate programme of the Institute:

- *The recommendation of new courses of instruction,*
- *Formal approval of the new course of instruction,*

- *Desirable modification of courses already approved,*
- *The credit value of courses,*
- *The admission of qualified students to candidacy for degrees,*
- *Formal approval of advance standing to the students admitted if required,*
- *The rules governing the form of presentation and disposal of theses,*
- *The conduct of oral and written examinations,*
- *Evaluation of academic performance,*
- *Granting of degrees and diplomas and*
- *In such other related matters as may be referred to it by the Senate.*

The functions of the Committee shall consist primarily of general policy determination, coordination and review, but the Senate shall retain the power of final review. In the discharge of its responsibilities the committee shall make full use of the appraisals and recommendations of the various academic departments concerned. This committee shall be assisted by the Departmental Postgraduate Committees (DPGC).

Each department/interdisciplinary programme (approved by the Senate) shall have a Departmental Postgraduate Committee (DPGC) consisting of a Convener, the Head of the Department, Convenor DUGC and preferably four to six faculty members to be chosen from the Department, minimum of one faculty member from other department/interdisciplinary programme and two students, (one from the Ph D and other from the M. Tech programme). If M.Tech. programme does not exist both shall be from the Ph.D. programme. The student members shall be nominated for a period of one year. The DPGC Convener shall be nominated by the Head of Department in consultation with the faculty of the department for a term of two years. The duration of the committee shall be two years. The fifty percent of the initial members of the committee shall be replaced after one year. The student members shall not participate when the cases of academic evaluation of individual students are being considered, although the students' opinion might be sought prior to taking any decision.

The DPGC is responsible for the following

- i. Supervision and conduct of lecture, tutorial and practical classes.
- ii. Supervision and conduct of class tests, quizzes, practical tests, end semester examination, thesis work, seminar and project presentation.
- iii. Monitoring of quality of instructions to students
- iv. Proposing and implementing new courses and program
- v. Attending to the problems of students and advising them in academic matters.

The DPGC is expected to have its meeting regularly and to keep record of its decisions

1.3 Office of the Dean of Academic Affairs

The office of the Dean Academics (DA), called the Academic Section, is responsible for the implementation of the decisions taken on academic matters by the Senate and the SPC. It (i) receives, processes and maintains all records relating to the undergraduate programmes including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees and prizes, (ii) disseminates information pertaining to all academic matters, (iii) issues necessary memoranda/orders, (iv) acts as a channel of communication between the students,

instructors, departments/ interdisciplinary programmes and SPGC. The under-graduate (PG) office of the Academic Section assists the SPGC and its subcommittees in their tasks.

2. ADMISSION

2.1. Academic Session

The academic session of the PG Programmes is divided into two semesters (odd and even). The odd semester will normally commence from middle of July every year, and the even semester from the middle of December every year. The summer term **may** run from second week of May to the second week of July. Departments may choose to admit students in both the semesters for which the reasons should be communicated to the Senate. The admission to MCA and Management Programmes will take place in July session only.

2.2. Admission Calendar

1. The admissions to the M.Tech. and Ph.D. programmes may be made in either or both of the two regular semesters. The Head of the Department in consultation with DPGC concerned may take the decision in this regard.
2. Admissions to the M.Tech. and Ph.D. programmes are normally made in April-May for the first semester and in October-November for the second semester. The Dean of Academic Affairs will notify the academic calendar each semester.
3. Students admitted to MMS, MBA-IBIT and MCA shall be through Common Entrance Examination in July only.

2.3. Eligibility for Admission

1. The eligibility conditions given below are the absolute minimum. Departments may prescribe any requirements over and above these, subject to the approval of the SPGC.
2. The "specified minimum" marks/CPI (Cumulative Performance Index), referred to in subsequent sections, implies 'a minimum of 60% (6.0 on 10 point scale) for M.Tech. and Ph.D.
3. In each programme 15 percent seats are reserved for the Scheduled Castes candidates and 7.5 percent seats are reserved for the Scheduled Tribes candidates or as prescribed by GOI from time to time.

2.3.1. M.Tech.

The applicant must have a Bachelor's degree in Engineering or a Master's degree in appropriate discipline with marks/CPI not below the specified minimum.

2.3.2. MMS/MBA-IBIT

The candidates must have a Bachelors degree in Engineering/Technology/Science or equivalent degree with Maths/Economics as one of the subjects in BSc.

2.3.3. MCA

The candidates must have a Bachelors degree in Science or equivalent degree with Maths/Computer Science as one of the subjects in BSc.

2.3.4. Ph.D. in Engineering

The applicant must have a Master's degree in Engineering/Technology with marks/CPI not below 60% or 6.0 on a ten point scale. Applicant with a Bachelors degree in Engineering or Masters degree in Applied Science or any appropriate discipline with a minimum of 75% marks /7.5 CPI, shall only be considered

2.3.5. Ph.D. in Management

The applicant must have the basic degree in management or master's degree in engineering, with marks/CPI not below 60% or 6.0 on a ten point scale. Applicant with a Bachelors degree in Engineering with a minimum of 75% marks /7.5 CPI, shall only be considered

2.3.6. Ph.D. in-Applied Sciences and Humanities and Social Sciences (HSS)

The applicant must have a Master's degree in the relevant subject or a Bachelor's degree in Engineering or in an allied field of HSS with marks/CPI not below the specified minimum as given in clause 2.3.4.

2.4 Admission Procedure

The applicants shall apply for admission on the prescribed forms available from Dean Academic office/ website of the institute. The duly completed application must be sent directly to the Head of the concerned department/ Programme.

1. All admissions shall be made only after approval of the Chairman, Senate on the recommendations of the duly constituted Departmental Selection Committees (DSC) and Chairman SPGC. The DSC shall consist of at least four faculty members, at least one of whom shall be from another department. The constitution of the selection committee will be proposed by the DPGC and approved by Chairman, SPGC.
2. Departments shall constitute Selection Committees for one year starting from first of October every year for selection of the candidates, belonging to different categories, viz., Sponsored, Regular, QIP, etc.
3. Admission to the M.Tech. programme may be made directly based on the GATE scores of the candidates and performance in the qualifying examination, and in addition, the candidates may also be called for written tests and/or interviews if the department so desires. The selection criteria shall be communicated to Dean Academics prior to issue of notification as laid down in section 2.2.2. .
4. Admission to the M.Tech. / Ph.D. programmes will be based on written tests and/or interviews of the candidates short-listed by the DSC.
5. The admission of Scheduled Castes/Scheduled Tribes candidates will be decided without comparing them with the general category candidates.
6. The selected candidate, who has completed all the examinations including project/thesis examination and the viva voce before the date of registration but is unable to produce the certificate in proof of having passed and secured the minimum specified qualifying marks, may be considered for provisional admission. However, if admitted provisionally, they will be required to produce the evidence of their having passed the qualifying degree examination with minimum specified period by the last date of registration, failing which the admission may be cancelled.

7. The provisions in para 6 above shall not be applicable in the case of MMS/ MBA_IBIT/MCA/M.Tech. / B.Tech. student of this institute, who have been provisionally selected for admission to a Ph.D. programme. These students will be admitted to the Ph.D. programme subject to the condition that they must successfully complete all the prescribed requirements including acceptance of their Thesis/Project in a particular semester by the last registration date as specified in the academic calendar.
8. On approval by the Chairman, Senate, the Head of the Department will issue the admission letters to the candidates, who will be required to accept the offer of admission by depositing the prescribed fee before the specified date.
9. In case a candidate does not accept the offer by paying the prescribed fee by the specified date, the offer of admission may stand withdrawn, and the admission may be offered to the candidates in the waiting list, if any, in order of merit.
10. The offer of admission may also stand withdrawn if the candidate who has accepted the offer fails to register by the date for last registration.

2.4. Admission of Quality Improvement Programme (QIP) Candidates

The procedures and requirements for admission of QIP candidates will be as per the prescribed existing procedure. These candidates will have to satisfy the prescribed minimum marks and qualifications as laid down in section 2.3.

2.5. Admission of Indian Nationals Residing Abroad (INRA) and Foreign Nationals

1. INRA candidates must have been residing abroad continuously for at least one year at the time of applying for admission. Their applications may be processed by the DSC as and when they are received or according to any schedule convenient to the department. The applications should be scrutinized to make sure that, both in terms of qualifications and attainment, they are comparable with the candidates admitted in the general category.
2. The applications of foreign nationals, who are sponsored by the Indian Council of Cultural Relations (ICCR)/MHRD will be scrutinized by the department concerned to assess their suitability for admission to the programme. The Department's Selection Committee recommendation shall be sent to the Chairman, Senate through the Chairman, SPGC.
3. The applications of non-sponsored foreign national candidates will also be considered for admission to the postgraduate programmes. Such candidates who are in India and are seeking admission to the M.Tech. programme must satisfy the same GATE requirements (if eligible to take it) as the candidates in the general category. However, application of a candidate who is in India and has not been able to take GATE for valid reason, will be considered by the DSC concerned on its merit. Admission of such candidates will be subject to *no-objection* from the *Department of Education, Ministry of Human Resource Development/ICCR etc.*

2.7. Admission of Sponsored Candidates

1. A candidate who is sponsored by his/her employer and who meets the additional conditions specified below may be admitted through the Selection Committee appointed as per clause 2.4.2.

2. A sponsored candidate must have been in service of the sponsoring organization for at least two years at the time of admission. The sponsoring organization must specifically undertake to relieve him/her to pursue the programme for its full duration. However if any Project assistantship is available in the Department, preference shall be given to those sponsored teacher candidates who are working in an AICTE approved technical institution and are not getting salary from their parent institution.

2.8. Admission to Off Campus Programme for Ph.D.

1. A candidate working in an R & D establishment or in other institution/organisation, which is equipped with the necessary research and library facilities, may be considered for admission only to the Ph.D. programmes in engineering and management. Such a candidate must be sponsored by his/her employer and must have been in employment with the sponsoring organization for at least 2 years at the time of admission. The employer must expressly undertake to pay full salary to the candidate and relieve him/her to stay on the campus to enable the candidate to complete his/her residence requirement (specified in section 7.1).

The employer must expressly undertake to relieve him/her to stay on the campus to enable the candidate to complete the "course work", "Comprehensive" and "State of Art" seminar. However for such candidates the minimum residence requirement to stay on campus should be waived off.

2. A candidate applying for admission to the external registration programme must provide detailed information about the research facilities available at his/her organization and a certificate that these would be available to him/her for carrying out research. He/she should also provide the bio-data of the prospective supervisor who would supervise the candidate's work at his/her organization.
3. On the recommendation of the DPGC, and SPGC, Chairman Senate may approve the admission.

2.9. Admission of Non-Degree Students

1. A non-degree student is a student who is registered for a degree in any other recognized institute or university in India or abroad, and who is officially sponsored by that institute or university to complete part of his/her academic requirements at MNNIT Allahabad. For that purpose the non-degree student may carry out research/Course work/and use other academic facilities.
2. The strength of non-degree students in any programme should not be more than 5% of the programme strength. Such candidates shall be required to deposit double the fee charged from the students of this institution. For course work fee should be double of pro-rata basis and for Infrastructure and Experimental work the department may decide about it.
3. Students so admitted will be governed by all rules, regulations and discipline of the Institute.

2.10. Admission of Teacher Candidates

The teachers of Govt/Aided institutions/Approved institutions shall have to stay in the institute till they appear in the Comprehensive examination and give State of Art Seminar in the department before going back to their institute if permitted by SPGC. Such

permission shall be subjected to the condition that facilities for doing research exist in their parent institution. They shall also deliver seminar at the end of each semester for showing the progress made during that semester.

3. FINANCIAL ASSISTANCE

1. The Institute may provide to postgraduate students, financial assistance in the form of teaching or research assistantships (referred to as Institute Assistantship). Assistantships are awarded on a semester to semester basis for a period of up to four semesters for M.Tech. students and up to Eight semesters for Ph.D. students. The stipend for the assistantship is paid at the approved rates as notified by AICTE/MHRD from time to time. A student is expected to devote about eight hours per week towards job(s) assigned to him/her by the department. The renewal of assistantship is contingent on the student's satisfactory performance in the academic programme and in the discharge of assistantship duties as assigned to him by the department.
2. A student on teaching/research assistantship is also reimbursed some contingency expenses as per the approved terms and procedures to be notified from time to time by the institute. The reimbursement for a M.Tech. student is done only once at the time of end of his programme, and for a Ph.D. student annually for the first four years of his/her programme, if he/she is on an Institute Assistantship.
3. Some financial assistantships in the form of research assistantships may also be available from sponsored research projects. Additional assistantships in the form of scholarships, fellowships, etc. may be available through other organizations, such as, the Council of Scientific and Industrial Research (CSIR)/ Department of Atomic Energy (DAE)/ DST/ MHRD/ Corporate Houses etc.
4. In addition to the students admitted with financial assistance, students may also be admitted to the M.Tech. / Ph.D. programmes on a self-financing basis.

4. REGISTRATION

A student is required to register each semester for the courses that he/she intends to pursue in that semester. The registration process involves:

- i) submitting a duly approved course programme to be followed in the semester,
 - ii) payment of fees for that semester and clearance of any outstanding dues of the previous semester, and
 - iii) signing the registration roll with the office of the Dean Academics.
1. All students who are not on authorized leave must continue to register in the following semester till they submit their thesis.
 2. Ph.D. student who has submitted his thesis and is waiting for the defence of the thesis, will register for zero units. He may, however, apply for leave from the Institute with permission to defend thesis while on leave.
 3. In very special cases, a student who has completed all the experimental work and analysis related to the thesis and has completed his Open Seminar successfully and has got a job or has joined back his organization and is on sanctioned leave,

the SPGC on the specific recommendations of the DPGC may allow submission of thesis without registration.

4. On the recommendation of the DPGC and the approval of the SPGC, the employees of MNNIT Allahabad and QIP students registered for the Ph.D. programmes who have completed the course work, thesis unit requirements and the prescribed residence requirement, may not register in the following semester, provided they have completed experimental work related to their thesis, Thesis Seminar successfully and also has completed his total credit requirement. However, they will be required to submit their thesis within six months of such authorised leave (specified in section 7.1).
5. If maternity leave (granted before the date of registration) extends beyond the date of late registration and expires before the end of seven weeks from the specified date of registration in a given semester the student will be allowed to register only for thesis units. The number of units that a student will be allowed to register will be worked out on a pro-rata basis.
6. A student in the external registration programme must complete the residence requirements (laid down in section 7.1) before the beginning of the semester in which he/she wants to register for thesis units for the first time.
7. The student in the off campus registration programme can register during the period starting one week prior to the end of the previous semester till the late registration date provided he/she has been awarded grades for the previous semester.

4.1. Late Registration

If for any compelling reason like illness, a student is unable to register on the day of registration, he/she will be allowed to register on the day of late registration specified in the academic calendar (which is about one week from the date of registration). Any student registering late will be required to pay the specified late registration fee. No late registration is permitted for the summer term (section 4.4).

4.2. Academic Advising

1. A student will be advised in the selection of courses by the DPGC of the concerned department. A student registering for thesis units must have a thesis supervisor assigned to him/her.
2. A student may be permitted to repeat or substitute courses in which he/she has obtained D, E or F grades. Permission to repeat/substitute a course will be governed by the guidelines as laid down in section 7.6. The request for repeat or substitution of a course must be given in writing duly endorsed by the DPGC to the Dean Academics at the time of registration.

4.3. Semester Load Requirements

1. A semester load usually is defined as equivalent to 16 units. The structure in M.Tech as followed is of the type given in Table 1 given as annexure III. Thus, a student who has registered for a full semester load solely by course work is expected to attend at the most 5 courses.
2. A student in the off campus registration programme when registering for thesis work to be carried out at his/her organization, can register for a maximum of 16 units or a minimum of 08 units during the regular semester.
3. A Student shall also deliver seminar at the end of each semester for showing the progress made during that semester. DPGC shall announce such a date right at the time of registration/while preparing the academic calendar.

4.4. Summer-Term Registration

Students may register only for thesis in the summer term, if offered, for up to a maximum of half the normal semester load and earn credit towards units requirements, provided they get a satisfactory grade in thesis units for which they register and are not on leave for more than one week during entire summer semester.

4.5. Adding/Dropping of Courses and Withdrawing from Courses

Adding and dropping of courses after registration is permitted only if the student's request is endorsed by the instructor of the course with justification that he/she is adding or dropping a course and is also endorsed by the Convener DPGC. The last dates of applying for adding and dropping of courses are specified in the academic calendar. No adding or dropping of courses is permitted in the summer term.

1. A student shall be required to drop a course at any stage if it is determined that he/she does not fulfil the prerequisites for the course, or any rule in this manual which forbids him/her to take the course(s) that he/she has registered for.
2. The DPGC in consultation with the instructor and with the approval of the SPGC may allow a student at his/her request to withdraw from one or more courses during the semester, if he/she has been sick for considerable time and has submitted a certificate to the satisfaction of the DPGC, but the reduced load shall not be less than the minimum semester load (specified in section 4.3).

4.6. Change of Registration from Off Campus to Full-Time Programme

A student admitted to the Ph.D. programme as off campus candidate may be advised by the DPGC to convert his status to a full time programme if there is not sufficient progress in his thesis work as adjudged by it. However all such changes have to be incorporated at the time on normal registration date. For the purpose of determining the maximum period of stay (specified in section 7.1), one half of the period spent as an off campus student shall be counted.

4.7. Change of Registration from Full-Time to Off Campus Ph.D. Programme

1. A student admitted to a fulltime Ph.D. programme may be permitted to change to a off campus Ph.D. programme. A student requesting such a conversion must:

- i) have completed the coursework, passed the comprehensive examination, given the "State of Art" seminar which is adjudged as satisfactory, and completed the residence requirements,
 - ii) get the request endorsed by the supervisor(s) and the DPGC,
 - iii) produce a "No Objection" Certificate from the Head of the institution/organisation, which he/she proposes to join.
2. Such conversion, if approved by the SPGC, will be subject to the following conditions:
- i) The student must complete his/her thesis within 6 years counted from the date of his/her first registration in the programme,
 - ii) provision of conversion from fulltime to off campus status can be availed only once by the student during his/her programme, and
 - iii) the status of the student will be reviewed by the supervisor and the DPGC at least once every semester after the conversion, and his/her continuation on off campus status will be subject to his/her making satisfactory progress towards completing the Ph.D. thesis.

5. LEAVE RULES

Students may be granted leave on submission of application to the Head of the Department concerned through the DPGC. Applications must be submitted well in advance of the date of commencement of the leave requested. Leave for a period longer than specified in sections 5.1, 5.2 and 5.3 sanctioned by SPGC on the recommendation of DPGC will entail loss of financial assistantship for the extended period.

5.1. Vacation and Casual Leave

1. A postgraduate student may be allowed vacation leave during any period of the Institute's vacation. Such leave could be up to a maximum of 15 days in Summer vacation and seven days in winter (Maximum of 21 days in an academic calendar. Leave not availed in one semester may be carried over to the next semester up to a maximum of 15 days.
2. In addition, a student may be allowed casual leave for up to 4 days per semester subject to the condition that such leave will not be allowed for longer than 3 days at a time. The casual leave cannot be combined with any other kind of leave, and will not be carried over.
3. There will be no loss of financial assistantship for students going on prior sanctioned vacation or casual leave.
4. The students going for prescribed training will not be covered under this clause.

5.2. Medical Leave

Leave on medical ground, duly supported by a medical certificate, may be granted to a student for up to eight days per semester. However, at a stretch, the medical leave shall not exceed 15 days. Such leave shall not entail any loss of financial assistantship. In case the students requires more leave as advised by the medical officer he shall be asked to withdraw his registration for that semester and go on semester leave.

5.3. Maternity Leave

A female student may be granted maternity leave for a maximum of 3 months. Leave up to 6 weeks can also be granted for miscarriage including medical termination of pregnancy, if supported by a proper medical certificate. Such leave can be combined with any other leave due and will not entail any loss of financial assistantship. However

academic requirements as laid down in the other clauses of this manual shall be applicable.

5.4. Semester Leave

Semester leave for up to a maximum of two semesters for M. Tech., Ph.D. students may be sanctioned for valid reasons. Except for medical reasons, such leave would not normally be sanctioned before a student has completed his/her residence requirements and in no case before the student has spent two semesters in the programme. However, on medical considerations such leave may be sanctioned after his/her stay of one semester. Leave for more than one semester at a time will not be granted.

5.5. Medical Certificate

If a student falls ill while on the MNNIT Allahabad campus, the medical certificate must be obtained from the Institute's medical officer. If he/she falls ill outside the campus while on sanctioned leave, the medical certificate must be obtained from the District Medical Officer/ Chief Medical Officer.

5.6 Absence Without Sanctioned Leave

Absence without sanctioned leave will entail loss of financial assistantship for the period of absence, and may result in the termination of the student's programme on the recommendation of the DPGC and approval of SPGC.

6. PERMISSION TO PROCEED TO OTHER ACADEMIC INSTITUTIONS AS NON-DEGREE STUDENTS

In order to help students broaden their horizons and enrich their cultural and academic experience, provision to proceed to other academic and research institutions in India or abroad as non-degree students is available. Rules and procedures to be followed for availing this provision are as follows:

- i) An M.Tech. or a Ph.D. student who satisfies the minimum conditions laid down in para (ii) below may proceed to another academic institution in India or abroad with prior permission of the SPGC on the recommendation of the DPGC.
- ii) Only those postgraduate students who have spent at least two semesters and have a CPI of at least 8.0 are eligible to proceed as non-degree students elsewhere.
- iii) For permission to spend time as a non-degree student elsewhere, an eligible student will make an application to the SPGC through the DPGC and the thesis supervisor, duly supported by a statement of purpose to undertake the proposed work and sufficient information about the department/institution for the purposes of para (iv) below.
- iv) The DPGC will consider the student's application and will determine if the proposed programme of work is of such a nature that waiver for at least 7 units per regular semester or 4 units per summer term is possible. The SPGC may approve the application on the recommendation of the DPGC. In all such cases, the student will be informed about the requirements he/she must fulfil to apply for academic credit on his/her return.
- v) Permission to proceed to an institution as a non-degree student does not imply that the student will automatically get any waiver from the academic requirements of MNNIT Allahabad.
- vi) The student after completion of the work, will apply for waiver from requirements of his/her programme at MNNIT Allahabad supported by an official transcript of the grades obtained and whatever material the DPGC may require for the purpose given in para (vii) below.

- vii) The concerned DPGC will evaluate the work done by the student and will make recommendations to the SPGC after determining by whatever means it deems fit, the equivalent MNNIT Allahabad courses/requirements for which the student may be given a waiver.
- viii) On the recommendation of the DPGC, the SPGC may allow the waiver for a maximum of 10 units. Against each requirement for which a waiver is granted, a **W** would appear on the transcript with an explanatory note that **W** stands for waiver for work done at the Institution concerned. All such requirements will be deemed to carry zero weight for SPI/CPI calculations.
- ix) The minimum residence requirement for the students who avail of this provision will remain unchanged for Ph.D. students but may be reduced by one semester for M. Tech students, provided they spend at least one semester of 15 weeks duration or two quarters of at least 11 weeks duration each as non-degree students elsewhere with prior permission.
- x) Those students who are selected by the Institute using a Senate prescribed procedure to proceed on any institutional exchange programme will also have to go through the procedure and rules for the transfer of credits as outlined in paras (vi), (vii), (viii) and (ix) above.

7. ACADEMIC REQUIREMENTS

7.1. Minimum Residence, Maximum Duration and Academic Requirements

The following table lists the minimum residence and maximum duration allowed in the programme, and units requirements for graduation in the various programmes:

"Course Work" includes only postgraduate course units unless otherwise stated. To satisfy the "Minimum Residence" requirements, registration must be over consecutive semesters; exception will be made only if the student is on authorized leave. "Maximum Duration" is counted from the student's first registration date. SPI/CPI will be calculated on the basis of all undergraduate and postgraduate courses taken by the student.

Programme	Minm . Total Units	Minm. Units through course work	Minm. Units through Research	Minimum Residence Period (in Years)	Maximum Duration Full/(Part time) (in Years)	Remarks
M.Tech.	64	32	28	2 years (4 semesters)	Three Years/ (Five Years)	
MBA/ MMS MCA	120	88	32	2 years (4 semesters)	Three Years (Five Years)	
Ph.D. with M.Tech.	80	8	56	2 years (4 semesters)	Five Years (Six Years)	
Ph.D. with B.Tech./MCA	90	20	70	Three Years (6 semesters)	Five years (Seven Years)	
Ph.D. (with Management/ Science and Hum. with M.Sc/ MA/ M.Phil/ M.Com.	80	8	56	Two Years (4 semesters)	Five years (Seven Years)	

1. *May include credit from one undergraduate course (permitted by the DPGC).*
2. *May register for undergraduate courses as a special case; these courses will be deemed to have zero units.*
3. *Excludes summer term.*
4. *Students in the External Registration Programme will be required to stay on the campus at least as long it takes to (i) complete the required course work and pass the comprehensive examination and (ii) get a written proposal (prepared in consultation with his/her supervisor and co-supervisor) outlining the work proposed to be done for his/her thesis.*
5. *Add an additional year in case of part-time/external students.*

A department may prescribe, with prior approval of the SPGC, additional units of courses/thesis work, over and above the minimum specified in the above table.

7.2. Extension of Programme

No student, who has completed the prescribed maximum duration in the programme, shall be allowed to register in the subsequent semester, unless he/she has been granted extension of the programme by the Senate on the recommendations of the DPGC and SPGC.

7.3. Audit Courses

The students are permitted to audit courses, such courses **shall not be shown on the registration form and on the grade transcript**. However for auditing a course prior consent of the instructor should be sought.

7.4. Residence Outside MNNIT Allahabad

Students registered in the postgraduate programmes may count for residence and credit requirements, research or field work undertaken outside the institute under the supervision of the Institute supervisor(s), if facilities for such work are not available at this institute. Such cases must be recommended by the DPGC and approved by the SPGC before the student proceeds to the place of assignment.

7.5. Grades, Semester and Cumulative Performance Index

1. A student is awarded a letter grade in each course he/she is registered for, indicating his/her overall performance in that course. There are nine letter grades: A, B, C, D, E, F, S, X and I. The correspondence between grades and points (on a 10-point scale)/rating is given below:

A:	10,
B:	8
C:	6
D:	4
E:	2
F:	0
S:	Satisfactory
X:	Unsatisfactory
I:	Incomplete

2. If a student does not complete all the requirements for a course for a genuine reason, the instructor may award grade I (Incomplete). An I grade must be converted by the instructor to a regular letter grade by the last date for such conversion specified in the Academic Calendar, failing which it will automatically be converted to an appropriate grade at the time of compilation of the results.
3. A student getting an E or a F grade in a course must either repeat it or substitute it by another course as suggested by DPGC.
4. A student getting a D grade in a course may be allowed to repeat it or substitute it by another course, provided:
 - i) His/Her CPI is less than the prescribed minimum and the student is allowed to continue in the programme (as per provisions of section 7.7), and
 - ii) He/She has completed all the courses as prescribed by the department. In case a course is repeated or substituted only new grades will be accounted for calculation of SPI/CPI. All the courses attended by the student shall appear on the transcripts.
5. Seminars will be graded as satisfactory (S) or unsatisfactory (X) and will carry zero units for credit.
6. The grade S or X will be awarded for M. Tech., Ph.D. thesis units as follow:
At the end of the semester, the project/thesis supervisor(s) will assess the student's progress towards the project/thesis work during the semester and will award the grade S for each set of 4 units if the work is *satisfactory* and a X for every *unsatisfactory* 4 units. Thus a student registered for 16 units can get one of the following five combinations SSSS, SSSX, SSXX, SXXX, XXXX.
7. If a student is on leave for a part of the semester or submits his/her thesis in the middle of a semester, the SPGC may reduce his/her thesis/ project units appropriately.

7.6.1. Computation of the Semester Performance Index (SPI) and Cumulative Performance Index (CPI)

The SPI is an indicator of the overall academic performance of a student in all the courses he/she has registered during a given semester. It is computed as follows: If the grades awarded to a student are G_1, G_2 , etc in courses with corresponding credits C_1, C_2 , etc, the SPI is given by

$$\text{SPI} = (C_1G_1 + C_2G_2 + \dots) / (C_1 + C_2 + \dots)$$

In the above computation, courses with S and X grades are ignored. Similarly, the CPI indicates the cumulative academic performance in all the courses taken including those taken in the current semester.

7.7. Academic Performance Requirement

1. The minimum CPI requirement for continuing in the programme or for graduation is given below.
M.Tech. programme **6.0**.
Ph.D. programme: **6.5**.
2. In the first semester in which the student registers, the minimum CPI (SPI) **may** be relaxed to 5.5. /6.0 respectively by the SPGC.
3. If a M.Tech. / Ph.D student secures a CPI between 5.5 and 6.0, and 6.0 and 6.5 respectively he/she may be allowed to continue in the next semester on the

recommendation of the DPGC and with the approval of the SPGC. However these students shall complete all the other requirements at the time of passing out.

4. A student shall not be allowed to continue in the M.Tech. programme if
 - i) his/her CPI is below 5.5
 - ii) his/her CPI is below 6.0 in two consecutive semesters (however, SPGC may consider continuation as per provisions of para 3).
 - iii) he/she obtains two Fs or two Es or one F and one E in the same or different courses.
 - iv) he/she accumulates four or more Xs towards thesis grades.

5. A student will normally not be allowed to continue in the Ph.D. programme if
 - i) his/her CPI is below 6.0
 - ii) his/her CPI is below 6.5 in two consecutive semesters (however, SPGC may consider continuation as per provisions of para 3).
 - iii) he/she obtains two Fs or two Es or one F and one E in the same or different courses.
 - iv) he/she accumulates eight or more Xs towards thesis grades.
 - v) he/she accumulates six or more Xs towards thesis grades in two consecutive semesters.
 - vi) he/she secures Xs in all the thesis units registered for in two consecutive semesters.

1. HOD will issue a warning to a M.Tech. / Ph.D. student when he/she accumulates two or more Xs.
2. The DPGC will keep a watch on the progress of every student and whenever a student fails to meet the requirements, will intimate to the SPGC. If a student's programme is terminated, the Head of the Department will issue the letter of warning/ termination.
3. If a PG. / Ph.D. student secures a CPI between 5.5 and 6.0 and 6.0 and 6.5 respectively at the end of course work, he/she may be allowed to continue in the programme on the recommendations of the DPGC, SPGC and with the approval of the Senate. However these students if permitted by Senate to continue shall complete the CPI requirement at the time of passing out and has no course with E or F grades.

8. COMPREHENSIVE EXAMINATION OF Ph.D. STUDENTS

1. Students registered in the Ph.D. programme must pass a comprehensive examination designed to test the overall comprehension of the student in the various subjects. A student can appear in the comprehensive examination only after he/she has completed the course requirements if suggested by the supervisor and satisfies the minimum specified CPI requirement.
2. Students admitted with M.Tech or equivalent degrees may appear in the comprehensive examination earliest at the end of the first semester, but must pass it before the end of the third semester after their first registration. The above time limits are inclusive of the period of sanctioned leave, if any.
3. The examination will be in oral form but may be supplemented with a written part if department so desires as a policy.
4. The comprehensive examination board will consist of at least three but not more than four faculty members of the student's department plus one faculty member

from outside the department (discipline, in case of Sciences). Constitution of the board will be proposed by the DPGC in consultation with the Head of the department and the thesis supervisor (if already assigned), and will be forwarded to the Chairman, SPGC who will approve it. The thesis supervisor of the student, if already assigned, will be the Convener of the board. In case no thesis supervisor is assigned, the Convener, DPGC will be the Convener of the Board.

5. A student will be considered to have passed the comprehensive examination if all except at the most one member of the board are satisfied with student's performance in the examination. The report of the comprehensive examination must be sent to the Chairman, SPGC within 8 weeks of the date of approval of the board.
6. When a student has not passed the comprehensive examination in his/her first attempt, a second comprehensive examination will be conducted by the same board that was constituted earlier unless the faculty member of the board has left/ the college or has deceased. A student will not be allowed to appear in the comprehensive examination more than twice. In case the candidate fails to clear comprehensive in two attempts, he/she shall be deemed to be terminated from the programme. The HOD shall issue the letter in this regard. All such cases shall be brought to the notice of the Senate.

9. CANDIDACY FOR THE Ph.D. DEGREE

A student enrolled in the Ph.D. programme is formally admitted to the candidacy for the Ph.D. degree after he/she has completed the course requirements if suggested for the degree with at least the minimum required CPI, and has passed the comprehensive examination. Only such students who are admitted to the candidacy will be allowed to submit Ph.D. theses in accordance with the guidelines laid down in section 11.4.2.

10. STATE OF ART SEMINARS

Every Ph.D. student admitted to the candidacy for the Ph.D. degree is required to give a general seminar in the Department covering the *State of Art* of the area of research. This seminar must be given within six months from the successful completion of comprehensive examination. A report of satisfactory completion of this requirement is to be communicated to Chairman, SPGC by the thesis supervisor through the Convener, DPGC.

11. THESES AND THESIS EXAMINATION

11.1. Appointment of Thesis Supervisors of M Tech. and Ph.D. Students

1. A student has to select a thesis supervisor within one month of successful completion of the Comprehensive examination if not done earlier.
2. A student shall not normally have more than two supervisors at any given time.
3. Thesis supervisor(s) of a student will normally be appointed from amongst the faculty members at MNNIT Allahabad using modalities decided by the departments.

4. A student can have a co-supervisor from outside the institute on the recommendation of the DPGC and the SPGC and with approval of the Chairman, Senate.
5. The appointment or change of supervisor(s) will be communicated to the SPGC by the DPGC.
6. In case there has been a change/addition in the supervisor(s), the M.Tech. thesis will not be submitted earlier than three months and the Ph.D. thesis will not be submitted earlier than six months from the date of such change.
7. If a student's supervisor proceeds on long leave, then prior to proceeding on such a leave he shall, in consultation with HOD the DPGC Convenor and the student, appoint a thesis coordinator for ensuring that the student does not suffer in his absence. Further if all research work and related analysis is complete except writing of the thesis, and the supervisor proposes to go on leave, the Thesis coordinator/Convenor DPGC shall take care of the formalities, such as providing the list of examiners, conducting the oral examination, etc in consultation with the thesis supervisor(s).
8. In case a supervisor resigns/retires or otherwise ceases to be a faculty member of the institute and does not wish to continue as thesis supervisor the DPGC shall appoint a new supervisor or co-supervisor in consultation with the student.
9. Normally a faculty member shall not supervise more than four Ph.D candidates at any time and Five M.Tech. candidates. However the department may evolve a transparent policy for the distribution of M.Tech. students amongst the faculty members in the department.
10. In case a faculty member is suspended / debarred for indulging in lowering the prestige of the institute in any manner he or she shall cease to be a thesis supervisor.

11.2. Open Seminar of Ph.D. Students

Before proceeding to finalize the thesis, each Ph.D. student must deliver a seminar open to the faculty and students in which the research work will be presented to obtain comments and criticism, which may be incorporated in his/her thesis. A notice of the seminar must be displayed at least four days in advance. A thesis can be submitted only after the satisfactory fulfilment of this requirement. The candidate should inform the DPGC through his supervisor for his readiness to deliver the open seminar.

11.3. Constitution of Committee/Board for Thesis and Oral Examination

11.3.1. M Tech Thesis Oral Examination Committee

1. The thesis will be examined by an oral examination committee formed by the thesis supervisor(s) in consultation with the DPGC Convenor and recommended by the Head of the Department for approval of chairman SPGC.
2. The committee shall consist of the thesis supervisor(s), one faculty member from the department and one of the faculty members who should belong to a department/IDP, other than the student's department/IDP. The thesis supervisor will act as the Convener of the Committee.

11.3.2. Ph.D. Thesis Board

1. The thesis board shall consist of three members in addition to the thesis supervisor(s) approved by the Chairman, Senate. Unless some special circumstances make it impractical, the thesis board shall have normally the following composition:
 - *Thesis Supervisor(s)*
 - *One Examiner from outside the institute but from India who will conduct viva voce*
 - *Two examiners from outside the institute but at least one from outside the country.*
2. The procedure for constituting the thesis board is given below.
 - i) The thesis board may be proposed at the most 4 weeks before the submission of the thesis.
 - ii) The thesis supervisor(s), in consultation with the Head of the Department shall propose a list of examiners (in addition to the thesis supervisor(s) consisting of at least three extra names over and above the required number of members for the thesis board. This list along with adequate number of copies of synopsis (prepared according to the format prescribed in Specification and Information Regarding the Preparation of Thesis) shall be forwarded by the DPGC to Chairman, SPGC.
 - iii) The Chairman, Senate in consultation with Chairman, SPGC will select the members of the thesis board from this list. If considered necessary, the Chairman, Senate may require additional names of experts to be submitted. In case Chairman, SPGC is the supervisor of the student concerned, Chairman, Senate may consult Chairman, SUGC for the selection of the thesis board. If Chairman Senate is the thesis supervisor then Dean Academics will approve the Thesis board in consultation with SPGC/SUGC.
 - iv) The names of the members of the thesis board shall be kept confidential till successful completion of the oral examination. However, on completion of Ph.D. thesis evaluation (as detailed in section 11.5.2), the Academic Section will send to the thesis supervisor(s), the names of the member who are from outside the institute but are from within the country so that these names can be included in the proposed list of the members of oral board.

11.3.3. Ph.D. Oral Board

1. The oral board shall consist of three members in addition to the thesis supervisor(s). Of the three, two shall be from among the faculty members of the institute (including those, if any, on the thesis board) and one shall be from among the members of the thesis board within the country but outside the institute. Of the three members from MNNIT at least one shall be from a department / IDP which is different from the student's own.
2. The thesis supervisor(s) in consultation with the Head of the Department shall propose the constitution of the oral board, to the Chairman SPGC who will forward it to the Chairman, Senate for approval.

11.4.Submission of Thesis

11.4.1.M.Tech. Thesis

After the M.Tech. oral examination committee has been constituted, unbound copies of the thesis/project report one for each examiner of the oral board, prepared according to the format prescribed in the pamphlet entitled: Specification and Information Regarding the Preparation of Thesis, will be submitted at least a week before the probable date of oral examination. The DPGC shall arrange to send the copies of the thesis to the examiners. Two copies of the abstract (approximately 250 words) should also be submitted along with the thesis. After the final viva voce the modifications suggested if any, by the thesis board, may be incorporated and then submitted to the department.

11.4.2.Ph.D. Thesis

Ph.D. thesis can be submitted only after the thesis board has been duly approved and the intimation of the satisfactory completion of the open seminar has been received. Bound copies of the Ph.D. thesis (prepared according to the format prescribed in the pamphlet entitled: Specification and Information Regarding the Preparation of Thesis) one for each examiner of the thesis board plus additional adequate number of copies for the oral board, will be submitted. The student shall submit a CD-ROM containing the total thesis document along with the thesis.

11.5. Processing of Thesis**11.5.1.M Tech Oral Examination**

1. The oral examination will be conducted within four months from the date of submission of the thesis. If a student does not appear in the oral examination within this time period, his/her programme would be deemed to have been terminated. Request for reinstatement in the programme by such a student should be addressed to the Chairman, Senate. The request may be considered by the Senate from case to case basis. In case student does not appear second time the thesis submitted shall be deemed to be rejected.
2. The thesis supervisor in coordination with DPGC will intimate the date of the oral examination to the Academic Section.
3. The oral examination committee will evaluate the thesis, conduct the oral examination and send a report of the examination to the Chairman, SPGC through the Convener, DPGC.
4. A thesis will be considered to have been accepted if all members of the oral examination committee recommend its acceptance. A thesis, which is not accepted, will be considered to have been rejected.
5. If a thesis is rejected along with a recommendation for resubmission after incorporating any modification/correction suggested by the oral examination committee, oral examination of the re-submitted thesis will be conducted by the original committee unless (any member of the previous board has retired/left the institution/debarred by the senate) a different committee is approved by the Chairman, SPGC. If the re-submitted thesis is rejected, the matter will be reported to the Senate for appropriate action.
6. Acceptance of thesis will be reported to the Senate for approval.

11.5.2. Ph.D. Thesis Evaluation by the Thesis Board

1. After the synopsis has been submitted and the thesis board constituted, the Dean Academics will send a confidential letter to each approved member of the thesis board enclosing a copy of the synopsis and requesting him/her to serve as an examiner for the thesis. If either the examiner refuses or no response is received for eight weeks (with a

reminder being sent after four weeks), then steps will be taken to appoint another examiner.

2. On receipt of the acceptance of examiner-ship a copy of the thesis along with a thesis evaluation form for the examiner's report will be sent to each examiner.
3. In case Dean Academics is the supervisor of the student concerned, above processing (detailed in paras 1 and 2) will be done by the Chairman SPGC.
4. When an examiner's report is received, the Chairman, SPGC will place it in one of the following two categories:
 - i) **Category I:** If all the reports are satisfactory, clearly recommending the award of degree.
 - ii) **Category II:** If an examiner points out typographical errors, or minor technical mistakes, raises some queries or suggests modifications but does not imply that the acceptance of the thesis is subject to removal of these defects to the examiner's satisfaction, the supervisor will communicate to the Chairman, SPGC the student's response to the above and the same will be incorporated in the thesis to the satisfaction of the oral board, and examiner(s) concerned should be informed of the changes made on the basis of his/her suggestions.
 - ii) **Category III:** If an examiner outright rejects the thesis or raises technical points or suggests modifications which must be answered/carried out to the examiner's satisfaction before the thesis is accepted, the supervisor will communicate to the Chairman, SPGC the changes made in the thesis, if any, in response to the examiner's comments along with an explanatory note which will be sent to the examiner with a request to respond within six weeks; if the examiner's response is not received within this period, a reminder will be sent and if no reply is received within six weeks time, further action will be initiated.
3. Copies of the categorized report (without the identity of the examiner) will be sent to the thesis supervisor(s) and the Head of the Department.
4. On completion of the process detailed above, the Chairman, SPGC will intimate the supervisor the concurrence of the Chairman, Senate, if given, to initiate the constitution of the oral board. This concurrence of Chairman, Senate will be given if all the examiners recommend acceptance of the thesis. If one of the examiners rejects the thesis, the matter will be referred to Chairman, Senate for deciding further course of action. If two or more examiners reject the thesis, the thesis will be rejected.
5. In case Chairman, SPGC is the supervisor of the student concerned, the above processing (detailed in paras 4, 5 and 6) will be done by Chairman, SUGC.
6. If the Chairman Senate is the thesis supervisor the duties as performed by the Chairman senate as mentioned above shall be carried out by Dean Academics.

11.5.3. Ph.D. Oral Examination

1. The Ph.D. oral examination will be an open examination. The supervisor(s) will be the convener of the oral board and will fix the date of the oral examination in consultation with the members of the board members and intimate the date to the Academic Section.
2. If a member of the oral board communicates his/her inability to be present in advance or fails to be present on the specified date and time, the Chairman, SPGC may recommend to appoint a substitute in consultation with the thesis

- supervisor(s), Head of the Department and Convener DPGC for approval of the Chairman senate.
3. Each member of the oral board will be given a copy of the thesis along with the entire technical correspondence with the thesis examiners at least one week before the date of the oral examination.
 4. The oral board shall
 - i) examine the thesis reports,
 - ii) examine if necessary modifications suggested by the thesis examiners have been incorporated,
 - iii) elicit the candidate's replies to the questions raised by the thesis examiners,
 - iv) authenticate the work as the student's own,
 - v) judge if the presentation of the work by the student and the answers to the questions asked have been satisfactory replied, and
 - vi) give a report of the examination, which will be communicated by the supervisor(s)/Thesis coordinator to the Chairman, SPGC through the Convener, DPGC.
 5. If all, except at most one member, declare the student as passed, the student shall be deemed to have passed.
 6. On receipt of the report that the student has passed the oral examination, the Chairman, SPGC will recommend to the Senate for award of the Ph.D. degree.

12 SCHOLARSHIPS, PRIZES AND MEDALS

The Senate Scholarships and Prizes Committee (SSPC) determine the general policy regarding recommendations for the award of the different types of scholarships, stipends, medals and prizes available to Institute students. It also coordinates and reviews the application of the policy and makes recommendations to the Senate for its final decision. The detailed norms and conditions for the award of various scholarships, prizes and medals are contained in the brochure entitled “Rules and Procedures for Scholarships and Prizes” of the Institute.

These scholarships, etc. are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material, facts and/or giving false information.

A student leaving the Institute on his/her own accord without completing the programme of study may be required to refund the amount of scholarship, etc. received during the academic session in which he/ she leaves the Institute.

12.1 Prizes and Medals

To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the Senate awards a number of prizes and medals, established by the Institute on its own or through endowments/ grants made by donors, with the approval of the Board of Governors.

13 CONDUCT AND DISCIPLINE

13.1 Code of Conduct

Each student shall conduct himself/herself in a manner befitting his/her association with an Institute of national importance. He/she is expected not to indulge in any activity, which is likely to bring down the prestige of the Institute. He/She should also show due respect and courtesy to the teachers, administrators, officers and employees of the Institute, and good neighbourly behaviour to fellow students. Due attention and courtesy is to be paid to visitors to the Institute and residents of the Campus.

Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), wilful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

Ragging in any form is strictly prohibited and considered a serious criminal offence and violation of the code of conduct. Involvement of a student in ragging may lead to his/ her expulsion from the Institute.

13.2 Disciplinary Actions and Related Matter

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, debarring from examinations, withdrawal of scholarship and/ or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute.

The Instructor-in-Charge of a course shall have the power to debar a student from the examination in which he/she is detected to be using unfair means. (All such cases should be brought to the notice of the Dean Academic Affairs along with all the supporting evidences. All such cases shall be looked into by a standing committee consisting of Dean Academic Affairs (Coordinator), Chairman SPGC, Chairman SUGC, Concerned Head of the Department, two Senate nominees). The Faculty/Tutor shall have the power to take appropriate action against a student who misbehaves in his/ her class. *All such cases should be discussed in the SPGC and reported to Senate.*

The Dean Student Affairs/ Proctor, Chief Warder, Warden-in-Charge of a Hostel has the power to reprimand, impose fine or take any other suitable measure against a resident who violates either the Code of Conduct or rules and regulations pertaining to the concerned Hostel.

Violation of the Code of Conduct by an individual or by a group of students can be referred to a standing committee constituted by the director. A student, teacher or other functionary of the Institution can refer a case to this committee for consideration. Further, in very exceptional circumstances, the Chairman, Senate may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in his/her view, may tarnish the image of the Institute.

The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Senate for its final decision.

13.3 Appeal against Termination

A student whose programme is terminated on account of inadequate academic performance or otherwise has the right to appeal to the Chairman, Senate for reconsideration. While making the appeal against termination, he/she is expected to give reasons for his/her poor academic performance and/or to explain why his/her position merits reconsideration. The Senate shall take a final decision after considering all the available inputs. However, the Senate will not entertain any further appeal for review unless substantial additional information is brought to its notice. The senate normally shall not entertain the appeal more than two times from the same student.

The Senate may **not recommend** a student, who is found guilty of some major offence, to the Board of Governors for the award of a degree/diploma/certificate even if he/she has satisfactorily completed all the academic requirements.

14. GRADUATION REQUIREMENTS

A student shall be deemed to have completed the graduation requirement, if the student has

- i) passed all the prescribed courses,
- ii) attained the minimum required CPI with no course having E or F grade,
- iii) satisfied the minimum academic and residence requirements,.
- iv) satisfied all the requirements specified by the concerned department, if any,
- v) satisfied all the requirements specified by the Senate and the Ordinances.

In addition, the student should have paid all the dues to the Institute and, should have no pending case of indiscipline.

15. Waiver of Requirements in Special Cases

The procedures and requirements stated in this manual, other than those in section 2.3 (Eligibility for Admissions) and section 7.7 (Academic Performance Requirement) may be waived in special circumstances by the SPGC on the recommendation of the DPGC. All such exceptions shall be reported to the Senate.

ANNEXURE I**POSTGRADUATE COMMITTEES**

The Senate Postgraduate Committee (SPGC) shall consist of one representative from each of the academic departments/interdisciplinary programmes/Centres who must be the Convener of DPGC and six additional members of whom one shall be the outgoing Chairman (if not otherwise a member), Chairman SUGC and two shall be students, one each from Ph.D. and M.Tech. programmes and nominated for the purpose among the Class Seniors. The student members shall be nominated by the Dean of Academic affairs. In addition to it Senate shall nominate two members from the senate members.

The Postgraduate Committee shall have jurisdiction in the following matters concerning the postgraduate programme of the Institute: *the recommendation of new courses of instruction, modification of courses already approved, the credit value of courses, the admission of qualified students to candidacy for degrees, the rules governing the form of presentation and disposal of theses, the conduct of oral and written examinations and in such other related matters as may be referred to it by the Senate.*

The functions of the Committee shall consist primarily of general policy determination, coordination and review, but the Senate shall retain the power of final review. In the discharge of its responsibilities the committee shall make full use of the appraisals and recommendations of the various academic departments concerned. This committee shall be assisted by the Departmental Postgraduate Committees.

Each department/interdisciplinary programme (approved by the Senate) shall have a Departmental Postgraduate Committee (DPGC) consisting of a Convener, the Head of the Department, Convenor DUGC and preferably four to six faculty members to be chosen from the Department, minimum of one faculty member from other department/interdisciplinary programme and two students, (one from the Ph D and other from the M. Tech programme). If M.Tech. programme does not exist both shall be from the Ph.D. programme. The student members shall be nominated for a period of one year. The DPGC Convener shall be nominated by the Head of Department in consultation with the faculty of the department for a term of two years. The duration of the committee shall be two years. The fifty percent of the initial members of the committee shall be replaced after one year.

The student members shall not participate when the cases of academic evaluation of individual students are being considered, although the students' opinion might be sought prior to taking any decision.

POSTGRADUATE COURSES**Course Number**

Each postgraduate course will have a unique number consisting of two parts. The first part will consist of a code to identify the department/programme which will be of two characters of English alphabet and identical for all courses of a particular Department/Programme. In the case of Humanities and Social Sciences separate identification codes will be used for each of the approved disciplines. The first digit will denote the semester number and last two digits will unequally identify the course of that semester. To ensure active participation of the identified department to run a IDP, the nomenclature of the individual courses offered under the programme shall reflect the identity of the department offering the course.

Course Units

The units of postgraduate courses will be arrived at as per the table given below. No course will have units less than 2 or more than 5.

Contact hours/week for a course Units

Two lecture hours: 2

Three lecture hours: 3

Two lecture hours + one tutorial hour: 3

Two lecture hours + one lab session: 3

Three lecture hours + one tutorial hour: 4

Three lecture hours + one lab session: 4

Three lecture hours + one tutorial hour + one lab session: 5

Approval of a New Course

All Postgraduate courses require the approval of the SPGC before being offered. A course will be proposed by an interested faculty member in a prescribed format at least two months before the pre-registration dates of the semester in which it is proposed to be offered for the first time. The Convener, DPGC will send the proposal to all DPGC Conveners for circulation among their colleagues to elicit their comments and suggestions. One copy should be sent to the Chairman, SPGC. A minimum period of five weeks should be allowed for such comments to be received after which the Convener in consultation with the proposer of the course will write to the Chairman, SPGC for approval with two copies of the proposal in its final form after taking into account all comments/suggestions and making suitable modifications. The comments/suggestions received should be enclosed with the letter to the Chairman, SPGC. If over 20 percent of the contents have been modified, the proposal should be re-circulated to all departments. At least two weeks should be allowed for the receipt of comments on the revised course proposal.

Discontinuation of Course

Any postgraduate course, which is not offered for three consecutive years, may be discontinued. The Academic Section will inform the department concerned about such course(s) and if a recommendation to keep the course in the list of approved courses is not received within one month, the course will be taken off from the list of approved courses. No course will be permitted to remain in the list of approved courses for over five years without being offered. The Head of the Department or Convener, DPGC can request in writing to the Chairman, SPGC to remove a course from the list of approved courses for the department.

Annexure III**Table 1**

The Course structure of M.Tech shall be
M.Tech. (.....)

I Semester

S.No.	Subject Name	L	T	P	Credits	Distribution of marks out of 100			
						TA	I Mid Exam	II Mid Exam	End Sem. Exam
1.	Course I					20	20	20	40
2.	Course II					20	20	20	40
3.	Course III					20	20	20	40
4.	Course IV					20	20	20	40
5.	Course V					20	20	20	40

Total Credits = 16

II Semester

S.No.	Subject Name	L	T	P	Credits	Distribution of marks out of 100			
						TA	I Mid Exam	II Mid Exam	End Sem. Exam
1.	Course VI					20	20	20	40
2.	Course VII					20	20	20	40
3.	Course VIII					20	20	20	40
4.	Elective I					20	20	20	40
	Elective II					20	20	20	40

Total Credits = 16

III Semester

S.No.	Subject Name	Credits	Eval. %
1.	Special Study/Industrial Training/	4	100
2.	Thesis	12	S/X

IV Semester

S.No.	Subject Name	Credits	Eval.
1.	Thesis	16	S/X