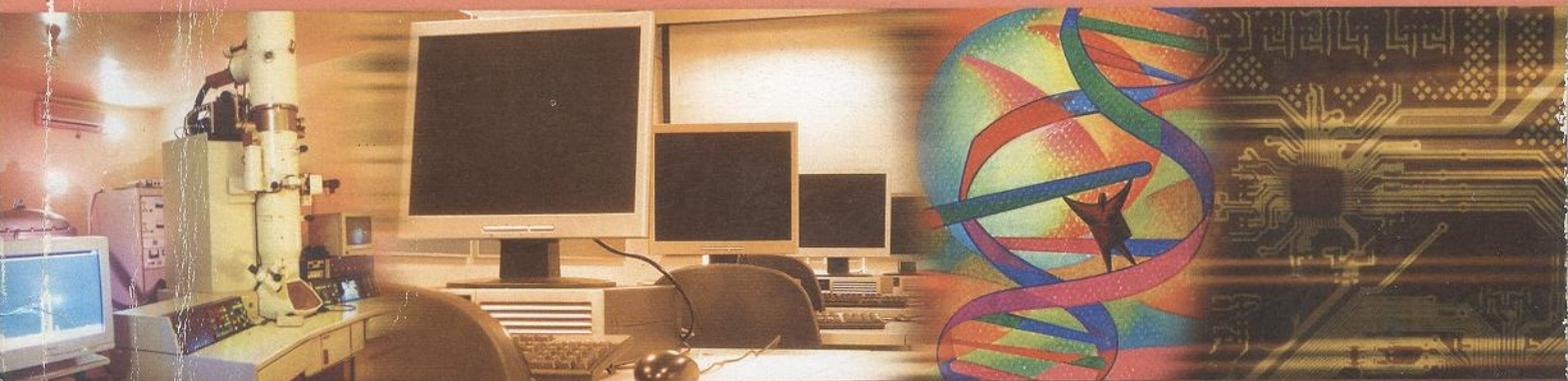




# Academic Regulations

M.Sc. Degree



National Institute of Technology  
Rourkela

**REGULATIONS  
FOR  
THE DEGREE OF  
MASTER OF SCIENCE (M. Sc.)  
MASTER OF ARTS (M. A.)  
MASTER OF BUSINESS ADMINISTRATION (MBA)**

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



# National Institute of Technology

Rourkela

## Message from the Director

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

To address to this growing demand, NIT Rourkela offers two types of M.Sc. programmes - One is a five year integrated programme after secondary (10+2) school and the other a two year programme after B.Sc..The curriculum of the 2-year programme overlapping with the 4<sup>th</sup> and 5<sup>th</sup> year courses of the 5 year programme.

National Institute of Technology Rourkela is the first among NITs to introduce a 2 year MA programme in Development studies under the Department of Humanities and Social Sciences. This multi disciplinary programme is also attracting bright graduates in the field of liberal arts, particularly Economics, Sociology and other applied fields of Social Science.

Appreciating the growing demands of industry for managers with superior skills, National Institute of Technology Rourkela has recently set up the School of Management offering the MBA degree. Admission to the MBA programme is restricted to engineering graduates who have the necessary mathematical skills to meet the challenges of fields like Human Resource, Finance, Marketing, Operations with liberal application of ICT techniques. Effects are under way to evolve some unique MBA programmes that connect management with specific technological fields.

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

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

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

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

With my very best wishes,

**Sunil Kr Sarangi**

## ***Mission***

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

## ***Vision***

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

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## 1. Introduction

- 1.1 The provisions contained in these regulations govern the conditions for imparting courses of instruction, conducting examinations and evaluation of students' performance leading to the Degree of Master of Science (M. Sc.- the 2 year programme), Master of Arts (MA) and Master of Business Administration (MBA).

The original regulations were effective for the M.Sc. students admitted in the Academic Session starting AY 2007 – 08. They were also applicable to the earlier batches with some necessary modifications to be decided by the Senate from time to time. The revised version is applicable to all students studying in the Institute on the date of its approval and those to be admitted in future. While the first version of the M.Sc. regulations were intended for both 2 Year and 5 year M.Sc. programmes, the second version shall cover only the 2 year M.Sc., MA and MBA programmes. Regulations for the 5 year M.Sc. programme is covered in a separate booklet covering all undergraduate programmes.

- 1.2 Disciplines: The disciplines in which courses of study are available and degrees are offered are:

A. Master of Science in :

1. Applied Geology
2. Chemistry
3. Life Science
4. Mathematics
5. Physics

B. Master of Arts in:

- 1 Development Studies

C. Master of Business Administration

New disciplines may be added in future with approval of the BOG.

- 1.3 The provisions of these regulations shall also be applicable to any new discipline(s) that is (are) introduced from time to time and added to the list in Section 1.2.
- 1.4 The normal M. Sc., MA and MBA programmes will be ordinarily of 2 years (4 semesters) duration. Persons employed in industry or other organizations within a reasonable distance from the Institute may, however, take a "Slow Pace Programme" with consent of their employers. The slow pace programme shall be of 4 years duration.
- 1.5 These programmes will be administered by the Departmental Academic Committees (UG+PG) in the department level and by the PGPEC in Institute level. The composition and functioning of these Committees are given in Appendices-VII and VIII.
- 1.6 The Board of Governors of the Institute may, on the recommendation of the Senate, change any or all parts of these regulations at any time.
- 1.7 Supplementary regulations, whenever necessary may be framed and implemented by the Senate.

## 2. Admission Requirement

- 2.1 Eligibility:

- A. M.Sc.: To be eligible for admission to the 2 year M.Sc. programmes of NIT, Rourkela, a student must have passed B.Sc. degree from a recognized university in the appropriate discipline with 50% marks or 5.5/10 CGPA in aggregate covering all subjects (not in major subject(s) only). The above mentioned CGPA/percentage should be the aggregate CGPA/percentage based on all semesters/years. Conversion from CGPA to percentage or vice-versa given by individual Institute/University will **not** be considered. If the evaluation system is in grades, CGPA value will be considered and if the evaluation system is in marks, percentage value will be considered. He/she must have studied and passed Mathematics as a subject in +2 level, except for admission to M. Sc. in Life Science. The requisite academic qualification is given in the following table:

Degree	Department	JAM Paper Code	Requisite Academic Qualification
M.Sc.	Chemistry	CY	B.Sc. with Chemistry as one of the main subjects or B.Pharm and Mathematics at +2 level.
M.Sc.	Earth Science	GG	B.Sc. with Geology as one of the main subjects with Mathematics at +2 level.
M.Sc.	Life Science	BL	B.Sc. with Life Science (Botany, Zoology, Microbiology, Biotechnology etc.) as one of the main subjects or B.Tech in Biotechnology.
M.Sc.	Mathematics	MA	B.Sc. with Mathematics as one of the main subjects or B.Tech in any branch of engineering.
M.Sc.	Physics	PH	B.Sc. with Physics as one of the main subjects and Mathematics at +2 level or B.Tech in any branch of engineering.

- B. MA: To be eligible for admission to the 2 year MA programme of NIT, Rourkela, a student must have passed B.Tech, B.A., B.Sc., B.Com. with 50% marks or 5.50 CGPA. Applicants with Honours will be given preference.
- C. MBA: To be eligible for admission to the 2 year MBA programme of NIT, Rourkela, a student must have passed B.Tech in any branch with 60% marks or 6.50 CGPA.

- 2.2 There is no relaxation in academic requirement for any category / caste of candidates because the minimum academic requirement has been set to meet the basic challenges of the academic programme. Preference in admission to socially underprivileged population is provided through Government mandated reservations.
- 2.3 Students who have completed all academic requirements of the relevant degree, but whose results are awaited are also eligible for provisional admission. Selection will be based on percentage of marks/CGPA in the university examinations already completed. A candidate, however, must submit appropriate course completion certificate from the Principal of the College last attended and copies of mark/grade sheets already available. If the results are not submitted by the student by September 30 (or any other date fixed provisional by the Senate) of the admission year, the admission will be cancelled and all dues paid (except mess dues) will be forfeited.
- 2.4 students who will fail to submit their result/certificates by 30<sup>th</sup> September are required to submit a letter from their concerned Universities/affiliated colleges by 15<sup>th</sup> December to the effect that all examinations leading to qualifying degree were completed before admission at NIT Rourkela and the result is awaited. With the above letter and presently available result (if published in any form, may be downloaded from the website) students will make an application to the Institute, based on which they may be given extension of time for submission of result/certificates till 31<sup>st</sup> March of the same academic year.
- 2.5 Students appearing examinations (regular or supplementary) after originally scheduled date of examination by the University/Institute are not covered under clause 2.4. The studentship of such students will be terminated and all dues paid (except mess dues) will be forfeited.
- 2.6 Admission to all programmes will be made in the Autumn Semester of each session at the First Year level through JAM or any other national level test.

When it will not be possible to admit students through JAM the admission will be made through an open selection process. For that students need to apply in Form AC/201. The evaluation of candidates for the purpose of admission will be as follows:

M.Sc.: The evaluation of candidates for the purpose of admission to the 2 year M.Sc. programmes will be based on one of the following two schemes on choice of the department.

Scheme A : Test plus career		
Career Marks	=	60 points
Written test/ Interview or both	=	40 points

Total:		100 points
Scheme B : Career only		
Career Marks:	=	60 points
Total :		60 points

Career marks will be computed as follows :			
A	=	High School	= 10 points [(% of marks – 50) / 5]
B	=	+2 level	= 10 points [(% of marks – 50) / 5]
C	=	B. Sc. [aggregate including Honours papers]	= 20 points [(% of aggregate marks – 50) / 2.5]
D*	=	B. Sc. [Honours papers]	= 20 points [(% of marks in honours – 50) / 2.5]
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Total	A + B + C + D =		60 points

- (i) Points for Honours papers shall be added only if the honours subject matches with the branch applied for.
- (ii) In case of students who graduated from universities without any provision of “Honours” (additional papers), the marks scored in papers belonging to the branch applied for will be considered.
- (iii) In case of students who graduated from universities which offer the facility of “Honours”, but opted not to study the extra papers, the points will be calculated by the formula:

$$D = [(\% \text{ of marks in the subject} - 50) / 5] = \text{maximum 10 points}$$

MA: Selection will be based on percentage of marks/CGPA in the university examinations already completed.

MBA: Applicants satisfying minimum eligibility criteria will be called for Group Discussion and Personal Interview. If the number of applicants is reasonably high, the department may set a higher score in academic career as the minimum qualifying criteria to be called for interview. Final selection will be based on Group Discussion and Personal Interview conducted by the School of Management, academic career and the score in reputed national or international tests for admission to Business Schools. The cut off mark for selection will be decided by the department every year and will be announced before the test is conducted.

- 2.7 In case of selection, the applicants will be intimated two weeks in advance, but the time may be reduced if the situation demands.
- 2.8 In addition to the procedure given in section 2.6, the senate, at its discretion, can admit students to the MBA programme from the successful list of candidates of CAT (Common Admission Test) conducted by the IIM system or a comparable all India test.
- 2.9 There is no provision of transfer of students from other NITs or colleges.
- 2.10 At the time of admission, the student is required to provide the following documents:
  - (a) A certificate for proof of age (Birth certificate or Board certificate).
  - (b) Pass certificates and grade cards (or mark sheets) from HSC onwards.
  - (c) College leaving certificate/Transfer Certificate.

- (d) University Migration certificate.
  - (e) JAM/CAT rank card (if applicable)
  - (f) Reservation category certificate (if applicable)
  - (g) 3 recent passport size coloured photographs
  - (h) Application for enrolment in Form AC/201
- 2.11 A student is also required to fill up forms, Form AC/103 (Address slips of parents) and Form AC/106 (Dual money receipt). Students desirous of staying outside hostel need to apply in Form AC/104 with full justification.
- 2.12 Candidates seeking admission to any of these programmes have to produce all supporting documents / certificates in original and pay the required fees (Appendix - V) as printed in the Institute's prospectus / information brochure for that year of admission. Original documents will be returned after verification.
- 2.13 The fees to be paid during admission and during continuance of study are subject to change as decided by Board of Governors of the Institute.
- 2.14 If a student fails to join the Institute and attend classes within a week of starting of classes, he/she will be deemed to have abandoned the programme. In case of serious illness or a family calamity, he may be granted leave according to provisions of Section 6. There is no provision for taking break for a year and joining the Institute along with the next batch of students.
- 2.15 The department will assign a faculty member to each batch of students to serve as 'Faculty Adviser', who will continue to act till all students admitted in a batch graduate or leave the Institute. He/She will serve as a mentor to the students and shall proactively monitor their academic progress. He/She will approve selection of elective courses, liaison with course teachers in matters of attendance and performance, recommend leave of the students to higher authorities, and communicate with their parents. His/Her role is critical in case of academically weak or de-motivated students, who need to be guided out of their academic or social situations.
- 2.17 The Institute reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his/her career on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline.

### **3. Academic Calendar**

- 3.1 The academic session is divided into two semesters each of approximately 17 weeks duration: An Autumn / Odd semester (July – November) and a Spring / Even semester (January – May). In addition, a summer session (May – July) may be offered at the discretion of the Senate under special circumstances.
- 3.2 The candidates have to take admission to the institute on the dates as per Academic Calendar approved by the Senate. Under special circumstances, e.g. foreign students nominated by the Government of India or a serious medical illness, the Director may condone delay up to one month from the starting of classes. Senate may condone delay beyond one month under unique circumstances.
- 3.3 The Senate will approve the academic calendar consisting of schedule of activities for a session inclusive of dates for registration, Mid-semester and End-semester examinations, inter-semester breaks etc. well in advance of start of a semester. The academic calendar shall usually provide for at least 80 working days (including examination dates) in each semester, excluding holidays and days when classes are suspended.
- 3.4 The academic calendar will also reflect the scheduled holidays. Classes lost in holidays need not be compensated. In addition to holidays, the Director, in capacity of Chairman Senate, may announce suspension of classes when a situation so demands. Such suspended classes may or may not be compensated on a weekend/holiday as per decision of the Director.
- 3.5 Unlike many traditional universities in India, NIT Rourkela's academic programme is based on a direct contact between the teacher and the student. The teacher enjoys considerable freedom in deciding the contents and method of instruction, evaluation and grading. The printed syllabus is a guideline, rather than a legally enforced constraint. It is mandatory for the class (teacher and students) to conduct all scheduled classes. There is no concept of "finishing a course" because the syllabi are flexible, and permit instruction and practice till the last day of the semester.

### **4. Course Structure**

- 4.1 The duration of the course leading to M. Sc., MA and MBA degrees will ordinarily be two years. A student may, however, opt for the slow pace programme if he does not feel comfortable with the work load. The maximum duration allowed to complete the programme is 4 years ( 8 semesters).

- 4.2 The curricula of the different degree programmes as proposed by the respective departments and recommended by the Postgraduate Programme Evaluation Committee (PGPEC) shall have the approval of the Senate. The departments will also prepare the syllabus of each subject containing the scope of studies and instructions to be imparted which must have the approval of the Senate.
- 4.3
- (a) All subjects will have Lecture – Tutorial – Laboratory / Design components (L–T–P) to indicate the contact hours. Theory courses will have 3-0-0 (3 credits) or 3-1-0 (4 credits) structure. Design or laboratory courses will be offered as distinct 0–0–3 (2 credits) or 0-1-3 (3 credits) courses without being mixed with lecture components. There may be a few special courses of structure 0-0-2 (1 credit); but such courses are discouraged. Some courses may have pre– and co-requisites. Co-requisite courses may be taken in the same or different semesters.
  - (b) Normally, subjects based on engineering or scientific principles or on thought-provoking information, where it is possible to conduct a closed book examination, will be taught as theory courses, whereas those based on applications and practice (conceptual, computational or experimental) will be covered under Design or Practical courses. The dividing line between the two, however, is fuzzy and will be decided by Departmental Academic Committees.
  - (c) All subjects will have a credit count ‘C’. Teaching of subjects will be reckoned in terms of credits.
  - (d) Every course, identified by a single course identifier, shall be taught by a single teacher, who may be assisted by adjunct faculty, teaching assistants, postgraduate and research students, and by other faculty members. The administrative responsibility including decision on contents of instruction and examination as well as submission of grades shall rest solely on the course teacher. The academic office will recognize only one teacher per course, who will be a regular member of the Institute faculty unless otherwise arranged with approval of Director.
  - (e) Large classes, if any, will be divided into several sections, each section being taught by one teacher. [A single teacher may handle more than one section of the same course.] Teachers of all sections of a subject will form the coordination committee (see Appendix – X) for the course which will collectively take all decisions on the course. The Head of the Department will choose one of the members as the Chairman of the Committee.
  - (f) Student feedback on courses [Forms AC/118 and AC/119] assists a teacher to improve the contents and delivery. It is the duty of every student to give his thoughtful response to the questions in Form AC/118.
- 4.4 The prescribed coursework shall be grouped under 3 heads – core courses, professional electives and open electives. The core courses, not to exceed 60% of the course load will cover all essential skills associated with a given department. Professional electives will be taken from a list prescribed by the department, covering courses from the same and allied disciplines. These courses shall reflect the different specialized topics in a field including the latest developments taking place around the world. Open electives shall cover courses from any department of the Institute. They will generally be, but not limited to, broad based courses that will widen the knowledge horizon of the students. Time Table permitting, any subject being offered within the Institute, including those offered as core courses or professional electives in other departments, may be taken as an open elective, subject to approval of the faculty advisor and the course teacher.
- There shall be no batch-wise segregation of students in any course. All courses will be open to students of all years if they satisfy the pre- and co- requisites. In particular, open electives and departmental electives shall have students from two batches as well as from other departments and programmes. A given course may be a core subject for one department and an elective for another. Students may take appropriate courses as electives where the departmental curriculum so permits.
- 4.5 The total number of credits in the coursework and seminars in 1st and 2nd semesters together will range between 46 and 50 credits, and that in the entire 2 year programme shall be between 98 and 102 credits.
- 4.6 The curricula of M.Sc., MA, and MBA programmes will include a programme of “Short term Industrial or Research Experience (SIRE)” of 8 weeks duration after the 2nd semester. The experience may be obtained in any reputed industry, research laboratory, IIT, NIT and any other organization of comparable repute. The place of work has to get prior approval of the Department. On completion of the programme, the student shall submit a report to the department, which will earn 4 credits in the 3<sup>rd</sup> semester. For certain branches of study, the Senate may prescribe additional practical work and study tours. Detailed procedure for administration of SIRE is given in Appendix – XII.
- In special circumstances [See Section 4.7] an 8 week mini project may be carried out in lieu of direct industrial

or research experience. The same procedure applies to the mini project.

- 4.7 Under special circumstances, a student may be permitted by the Senate, or by the Chairman Senate on behalf of the Senate, to carry out a mini-project of 8 weeks duration at NIT Rourkela in lieu of the external experience. Such a project should be preferably based on a real life industrial or social problem, under the supervision of a faculty member.
- 4.8 In addition to regular course work and SIRE, an M. Sc. or MA student must carry out a major project in final year under the guidance of one or two supervisors. The Project work will carry four credits each in pre final and final semesters. In addition, there shall be a 2 credits course on "Research Practice" under the same supervisor in the 2nd semester covering identification of research topic, literature review, planning of research scheme and systematic documentation. While it is expected that the final year project will be in the same area, it can be different if the research advisor so directs.
- 4.9 While M.Sc. and MA programmes shall provide a "Seminar and Technical Writing" course [2 credits] during the final and pre-final semesters, the MBA programme shall provide it in all four semesters where the students shall learn and practice technical writing and presentation skills, patent search and attend seminars by reputed engineers and scientists organized by the Departments. Evaluation will be based on attendance in major departmental and Institute seminars prescribed by the teacher, patent search, term paper and preparation of poster presentations supervised by the course teacher.
- 4.10 When circumstances so permit, it will be possible for a student to spend a semester or more in another NIT, IIT or another reputed institute of comparable standing and transfer the credits to NIT Rourkela. The core (compulsory) courses normally need to have a one-to-one correspondence between the participating institutions; but this requirement may be compromised without dilution of total credit requirement with approval of the Departmental Academic Committee and the Senate. The Senate shall constitute a course equivalence committee to establish the adequacy of the education received in another institution.
- 4.11 All instructions, practices, examinations and thesis work will use the SI system of units or any unit system recognized by the Government of India, Bureau of Indian Standards or the International Standards Organization.
- 4.12 **Slow Pace programme for local students:** The two year M. Sc., MA and MBA programmes shall also be offered in the slow pace mode to students from Rourkela area who are employed in Government or private institutions and cannot join full time programmes. Under the slow pace programme a student will be registered for half the courses in a semester and will take 4 semesters to complete the course work, and upto 4 years to complete the full programme. There is no other concession and no compromise in quality. The student is not entitled to a hostel room but will be attached to a hostel for administrative purposes. He needs to pay full tuition and other fees for all semesters of study even if he takes only partial academic load. In case a student complete 8 semesters with a few F grades or has a course CGPA less than 6.00, he must leave the Institute without obtaining a degree.

## 5. Registration

- 5.1 Every student in the postgraduate programme is required to be present and register at the commencement of each semester on the date fixed and notified in the Academic Calendar.

The registration process has 4 components:

- (a) Pre-Registration for the said semester, to be done during the previous semester.
- (b) Physical presence of the student in campus on the first day of the semester. This may not be applicable to students permitted officially to go out. Their cases will be dealt with case to case basis depending on the nature of permission granted.
- (c) Payment of semester fees including any unpaid dues of past semester(s), and
- (d) Selection of courses to be studied during the semester.

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

Semester fees including hostel dues are to be paid during the period as decided by the Institute. In deserving cases, particularly students receiving an external scholarship or a bank loan, the Institute may permit

deferment of payment of fees beyond the date notified with a late fee. If a student fails to pay the fees, his result for the semester will remain withheld and he will not be in a position of registering for the next semester, unless specifically approved by the competent authority.

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

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

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

- 5.4 Registration of only those students will be approved who have:

- (i) Completed their pre-registration
- (ii) cleared all Institute and Hall dues of the previous semester(s)
- (iii) paid all prescribed fees for the current semester during the period notified (unless otherwise permitted)
- (iv) not been debarred from registering for a specified period on disciplinary or any other ground
- (v) satisfied the academic requirements
- (vi) not been struck off the rolls of the Institute.

- 5.5 Students who secure SGPA no less than 5.00 in the First semester will be permitted to register in the Second semester. However, students with SGPA less than 6.00 in the first semester are advised to register for second semester in slow pace in order to avoid the possibility of leaving the Institute after second semester prematurely. If the CGPA is less than 6.00 or SGPA less than 7.00 at the end of second semester, the student shall leave the Institute.

- 5.6 Students whose CGPA is below 5.00 at the end of first semester shall leave the Institute. However, if the performance of the student has been poor due to some compelling reason (health or family), he/she may approach the authority with documentary evidence and undertaking from the parents for consideration of studentship and continuation in the programme. He may be permitted to register in the 2<sup>nd</sup> semester if approved by the Senate or Chairman, Senate on its behalf. If at the end of the Second semester the CGPA is still below 6.00 or SGPA is less than 7.00, the student must leave the Institute.

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

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

and

- (ii) obtain a Cumulative Grade Point Average (CGPA) of not lower than 6.00 or SGPA of second semester not less than 7.00 (considering all courses including those in which the student has secured an F grade).

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

- 5.8 While registering for 3rd, 4th semester, a student will register for backlog papers of the previous odd or even semesters as the case may be. A student need not attend classes in papers registered as "backlog papers". He has to sit for both mid-semester and end-semester examinations and the grade will be awarded based on the scores of the latest examinations. The Teacher's assessment component will be same as that given by the instructor in the original semester, when he attended classes. The registration for backlog papers must be done at the time of semester registration. In all such cases of "backlog paper", the grade awarded will be one step lower than what the student actually obtained, except for the grade 'P' which remains unchanged. A

student can appear in a backlog paper only once per subject, in the year following the year when he took the course for the first time.

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

If a student has completed 4 semesters of study but has some F grades still left, he must register for them as full time courses and attend classes if time table permits, instead of only writing exams as backlog papers. The entire programme must be completed within 8 semesters (4 years).

- 5.9 Ordinarily a student is not permitted to re-register in a course when he has secured a "P" or higher grade. But it is allowed for students who have secured a CGPA below 6.00 and need to improve their score. It is not possible to improve the score in a course by writing examinations only. This clause can help a student to avoid the possibility of leaving the Institute under provisions of Clause 5.5.

There shall be no reduction of grade when a student registers for a course and attends classes, even if it is a repeat course. The student, however, becomes ineligible for medals and prizes, which are based on academic performance.

- 5.10 The provisions of section 5.8 will continue to be valid even after a student has attended classes for 4 semesters in the 2 year programme.

- 5.11 A student must pay full semester fees till he clears all courses even if he is registered for no course or one course only in a particular semester, or the number of semesters he has registered in exceeds 4 [A situation of "zero course" registration shall arise when a student has cleared all courses except one or two belonging to either even or odd semester.]

- 5.12 The classes of all semesters will start from the day following the registration, or any other date decided by the Senate.

- 5.13 Students who have been awarded 'X' grade ("debarred") because of very poor attendance, examination malpractice or disciplinary measure or for any other reason need to register for the course and attend classes. Those awarded F grades in some courses for the same reasons (but lesser offences) are permitted to register for the courses as "backlog papers" in the following semesters.

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

## 6. Attendance and Leave

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

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

- (c) Under special situations, when a teacher is unable to communicate with the students in advance about his absence from a scheduled class, the students present may mark their attendance in the Academic Section. If the class is compensated by the teacher on a later date, this attendance sheet will be replaced by the attendance record provided by the teacher.

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

- 6.2 Attendance in all classes (Lectures, Tutorials, Laboratories, Seminars etc.) is compulsory. A student shall be

debarred from appearing at an examination or, if he has already written the examination, the grades will be rejected on ground of unsatisfactory attendance, if the attendance is below what is prescribed in clause 6.3, or if in the opinion of the course teacher the student has not participated effectively in the class in terms of home assignments, class tests etc.

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

- 6.3 (a) Considering that attendance in classes, participating in the teaching-learning process is the basic foundation of our academic programme, a student is expected to attend all classes conducted as per Institute calendar and time table.

However, to provide for exigencies, absence to the extent of 15% of scheduled number of classes in every course will be condoned as a matter of routine.

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

For the students who have grade back due to shortage of attendance and writing backlog examination, original grade will be reduced by two steps, one for shortage of attendance first and the next due to backlog examination. However, an original grade of D will translate to P, while an original grades of P will translate to F.

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

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

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

- (d) If a student has attendance lower than that prescribed under item (c), he will get an X grade. He may register for the course in a subsequent semester. In the latter case he may not be able to complete the programme in two years.
- (e) The Institute will fix a cut off date before every examination to compute the percentage of absence.
- (f) In case there are truly exceptional circumstances, the Senate or the Director as Chairman Senate, may relax attendance requirements as they think fit.
- (g) If a student is engaged officially outside the classroom, e.g, in a placement programme, an institute level meeting or in a specially approved SAC activity, he needs to apply for leave to Dean (Academic) in the form AC/110 attaching the office order or the copy of the permission letter for sanction of leave. Academic Section will update the attendance record after approval by Dean (Academic).

- 6.4 These students are eligible for following leaves per academic year to be permitted by the Head of the Dept. [Dean(SW) for (a) &(b)] on recommendation of the faculty advisor:

- a) Medical leave: Details regarding Medical leave is described in Appendix – XIV (Policy on sanction of Medical leave).

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

- b) Family calamity: Dean (SW) may sanction leave upto 20 working days in a semester on ground of a family calamity. Death of a parent or sibling, a serious illness (involving a serious heart, brain or kidney disease, any kind of cancer, or a major operation of a parent) will normally satisfy requirement for sanction of leave.
- c) Family functions (social or religious), illness of family members, participation in student activities such as organizing functions or raising money, preparing for other examinations or searching of jobs are not adequate grounds for leave of absence from classes including project work.
- d) Ordinarily leave must be sanctioned before the student leaves the campus. In case of emergency a student may leave campus without prior approval, but must inform his/her thesis supervisor / faculty advisor over telephone/email at the first available opportunity.
- e) The total leave sanction under sub-clauses (b) and (c) combined shall not exceed 30 working days in a semester.

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

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

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

## 7. Assessment of Performance

7.1 There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the Subject Teacher / Coordination Committee formed for this purpose. The constitution of the Coordination Committee in multi section subjects is given in Appendix-X.

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

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

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

Subcomponent	Weight
Teacher's Assessment (T.A.)	20%
Mid-Semester Examination	30%
End-Semester Examination	50%

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

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

- (e) For assignment of marks in a laboratory course (P – component) the relevant subcomponents that are to be considered are: day to day work, recording of experimental observations, maintenance of laboratory record books, understanding of subject and experimental procedure, cleanliness of experimental area and sincerity of work. Percentage weights of the different subcomponents in deciding the final marks are to be announced at the beginning of the semester. The evaluation process must be completed before the beginning of end semester examination.

Unlike purely examining universities, design and laboratory courses at NIT Rourkela will put greater emphasis on day to day work than on end semester examinations. To the extent possible, laboratory work should be completed and evaluated every class thus ensuring continuous evaluation. Final examination and/or viva voce, if any, may not carry more than 20% marks. No external examiner shall be associated with evaluation of laboratory or theory courses.

- 7.3 The eight-week programme on industrial or R&D experience (SIRE) undergone by the students in the summer vacation will be assessed in the 3rd semester. The students are required to submit written reports on the programme and give a seminar, on the basis of which a grade will be awarded. The students are also required to submit to the Head of the Department or to the faculty member in-charge, a completion certificate in the prescribed form from the competent authority of the organization where the work was done, without which he/she will not be assessed.

SIRE shall also include credit for industrial tours organized by the Institute during the first three semesters of a student's career. The marks will be distributed in the ratio 75% for summer work and 25% for industrial tours.

## **8. Examinations**

- 8.1 (a) The Examination Unit of the Academic Section will centrally conduct the Mid-semester and End-semester Examinations in respect of theory subjects unless otherwise arranged. The Institute shall provide sick room facility within the Institute or in a nearby hospital as deemed convenient by the Institute to assist students who may fall sick during the examinations.

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

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

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

- (b) The answer scripts will be dispatched by the examination office to the Subject Teacher (Examiner) on the same day or on the immediate next working day of the examination. If the concerned examiner is not available on that day, the copies will be handed over to the respective Heads of the Department (or Department office) who will pass on the copies to the concerned examiners at the earliest. It is the joint responsibility of the subject teacher (examiner) and the HOD to ensure that the scripts are examined and the grades submitted before the due date.
- (c) Supplementary and Special Examinations: Supplementary examination is not normally offered to postgraduate students. In special cases, the institute may offer special examinations to students to clear maximum two subjects after completion of the 2 years. Such students will be permitted to register for the course under "Guided Self Study" mode, where a teacher will be assigned by the department for every course and evaluation will be afresh under 3 components T.A., mid-Semester, and End-Semester examinations. There will be regular contact between the students and teacher; the teacher will be giving assignments and evaluating the scripts. Mid-Semester & End-Semester Examinations will be conducted separately by the Academic Office. Students are required to give biometric attendance by registering their biometric impression in the Computer Centre. Minimum number of biometric attendance should be 20 working days in each Course.

- 8.2 (a) A student will be permitted to appear in an examination, only if he/she has:
- (i) attendance record as per section 6 of these regulations in theory and laboratory classes and has completed the assignment works given.
  - (ii) paid all Institute and Hall dues of the semester.
  - (iii) not been debarred from appearing in the examination as a result of disciplinary proceedings or on recommendation of the subject teacher or Chairman coordination committee.
  - (iv) has formally registered for the subjects at the beginning of the semester.
- (b) A student may be debarred from appearing at the Mid-Semester or End-Semester Examination in the subject on the report of Subject Teacher / Chairman, Coordination Committee, if his/her
- (i) attendance at lecture/tutorial/laboratory classes in that subject has not been satisfactory during the period, and/or,
  - (ii) performance in the assignment works in that subject during the semester has not been satisfactory.
- 8.3 A student will be permitted to appear in the examinations in only those subjects for which he/she has registered at the beginning of the semester and has not been debarred.
- 8.4 (i) Class tests, assignments, tutorials, viva-voce, laboratory assignments, etc., are the constituent components of continuous assessment process, and a student must fulfill all these requirements as prescribed by the teacher / coordination committee of the subject. If due to any compelling reason (such as participation in national / international events with due approval of the institute, his/her illness, calamity in the family, etc.) a student fails to meet any of the requirements within/on the scheduled date and time, the teacher/coordination committee may take such steps (including conduction of compensatory tests/examinations) as are deemed fit.
- (ii) (a) Appearing both at the Mid-Semester and End-Semester Examination of theory courses is compulsory. Normally, if a student fails to appear in any or both the Mid-Semester and End-Semester Examination(s) without any valid reason he/she should get zero for that component.
- (b) If a student misses the Mid-Semester and/or End-Semester Examination(s) due to compelling reason like participation in a national / international event with due approval of the Institute, serious illness of himself or a calamity in the family, he may appeal to the Dean (Academic), through his faculty advisor and Head of the Department for permitting him to appear the Mid-Semester and/or End-Semester examination(s) in the following year. Till that time the student will be given an 'I' grade (Incomplete) which will be converted to the actual grade after publication of result. In such cases, the Examination unit will reduce the grades by 1 step, except for those students who have a 95% attendance record. Full credit is admissible only in case of students having 95% attendance (not more than 2 lost classes in theory courses and 1 session in laboratory courses) in the course. There is no provision of Alternative Mid-Semester or Supplementary examinations in the postgraduate programmes.
- If it is medical ground, the student has to submit the medical certificate from the Institute Doctor or the recommendation of the Institute Doctor for treatment elsewhere. In case of treatment outside the Institute (including hospitals referred by the Institute), the student must produce all medical documents (discharge certificate, prescriptions, visit slips, pathological reports, medicine purchase receipts etc.) in original. The reason for leaving the campus must also be genuine and with permission of competent authority. In case of family calamity the student's application must be supported by a letter from the parent/guardian along with copies of documents such as medical records, death certificates (if that happens).
- 8.5 The final grades awarded to the students in a subject must be submitted by the Teacher / Chairman, Coordination Committee, within ten days from the date of holding the Examination to the concerned Head of the Department for onward transmission to the Examination Unit, which has to be done by the Head on the same or next working day. The teacher will submit a separate report on all students obtaining F or I grades on Forms AC/121 and AC/122. A teacher, at his discretion, may display the grades (including partial lists) on his door or on any electronic forum. Display of grades by a teacher is for benefit of students and cannot be cited for legal purposes.
- 8.6 The Examination unit will place the results and statistical reports of all examinations before the PGPEC, which will examine them and recommend to the Senate for approval. In case the Senate meeting is delayed, the recommended results can be published with approval of the Chairman, Senate. The same may be ratified by

the Senate at its next meeting. The Senate has the authority to correct any mistake in the results, even if they are already approved by the Chairman.

- 8.7 For the benefit of and as a process of learning by the students, the scripts after correction of all class tests, mid-semester examinations, assignments etc. will be shown to the students within 3 weeks from the date of Tests / Examinations. The evaluated scripts of the end-semester examinations are to be shown to the students at the beginning of the next semester, but not later than 2 weeks from the starting of classes. There is no limit on how early a teacher can show the evaluated scripts to the students.
- 8.8 Any change of grade of a student in a subject [Form AC/120], consequent upon detection of any genuine error of omission and/or commission on part of the concerned teacher, must be approved by the Departmental Academic Committee and must be forwarded by the Head of the concerned Department to the Academic Office within three weeks from the date of commencement of the next semester. Every Department will send one comprehensive report for each semester in a standard format.
- 8.9 If a student is dissatisfied with his/her grade, he/she may bring it to the attention of the teacher within two weeks from the first day of commencement of classes in the next semester. The teacher may change the grades if he finds an error in evaluation or reporting of grade. The teacher will report the change of grade to the Departmental Academic Committee [Form AC/120] along with all relevant papers (answer scripts, attendance register, grade calculation sheet etc) before a specified date. The DAC only with the Head of the Department will examine the records in detail, and if convinced, will submit a consolidated report as per standard form to the Academic office for correction of records. The records will be presented by the HOD before the grade change committee chaired by the Director, whose decision will be final. If the student still feels aggrieved, he/she will file a formal complaint with Dean (Academic) through his/her faculty advisor and HOD with a copy to the teacher (evaluator). If no complaint is filed within one month from the first day of classes in the next semester, the student is deemed to have accepted the results and no further change of grade is permitted.
- 8.10 The teachers are expected to retain all answer scripts, assignments and laboratory records for a period of two months from the starting of classes in the next semester. After that the material may be disposed off, except for the students who have filed a complaint. In case of complaint filed before the expiry of two months, the material need to be saved till all disputes are settled and final grade awarded. The relevant material will be handed over by the teacher to the Head of the Department for safe keeping. The teacher, at his discretion, may keep photocopy in his records.
- 8.11 The Institute shall strive to create, within its resources, a service for psychological counseling of students who need them subject to availability of faculty at the discretion of the Institute. Such counseling shall be mandatory for students who get involved in disciplinary or examination malpractice cases, get debarred in one or more subjects due to poor attendance or get a grade back in four or more papers in career. In isolated cases preferential therapeutic investigation may be necessary and such services will be arranged by the student's family. In appropriate cases, a medical clearance may be made mandatory before a student is cleared for registration, examinations or any other event.

## **9. Project Work**

- 9.1 The project is an important component of the Institute's M. Sc. and MA programmes. It gives an opportunity to the student to express his/her creative talents and prepare for his/her future career.
- 9.2 The Departmental Academic Committee (Appendix - VII) will invite research topics for M. Sc. and MA projects from its own faculty (including adjunct faculty) and from other departments across the Institute at the beginning of the 2nd semester. One member of the faculty may be designated to coordinate this activity. Faculty members may propose project topics, singly or in collaboration with a colleague from the same or another department. A co-supervisor from other departments, industry or other institutions may also be accepted.
- 9.3 The Departmental Academic Committee will assign research topics to students before the end of the 1<sup>st</sup> semester mandatorily before end of winter vacation, after taking into consideration the requirements of the projects and choice of the students. There is no prescribed methodology for assigning research topics and supervisors to students of a class. In matter of allotting supervisors to students the recommendation of the DAC will be binding on all concerned. If the DAC fails to assign supervisors to students in a satisfactory manner, the HOD will examine the issue and complete the process. HOD's decision will be final and finding on all faculty and student. While the DAC will assign supervisors to every student, the supervisor may define or even alter the research topic, any time before the beginning of the 2<sup>nd</sup> semester, under intimation to the DAC.

- 9.4 Each topic will be taken by a single student. Teachers pursuing larger research problems will suitably divide the assignment among the students so that each student is accountable for his portion of the work, the members of the team continuously interacting with each other. Such team based approach to problem solving is encouraged; but academic accountability needs to be defined clearly by the supervisor.
- 9.5 Projects may be analytical, computational, experimental or developmental or combinations thereof. The department will make the necessary resources available to the students, including access to laboratory and computing facilities outside normal working hours. It will be the moral and legal responsibility of the supervisor (s) to arrange the facilities. Students are encouraged to discuss such matters with their supervisors, and if not satisfied, with HODs and higher authorities.
- 9.6 Each student will be given an official "Project Record Book" by the Institute. Guidelines for use of Project Record Book are given in Appendix-III. All concepts, drawings, formulas, derivations, experimental observations, graphs, charts, photographs, computer flow charts and pseudo codes must be recorded by the student on this note book, which must be produced before all evaluation boards. There shall no blank pages in between the writings.
- 9.7 The student is required to submit formal project reports separately at the end of the pre-final and the final semesters, that submitted at the end of the final semester being in the form of a thesis. The Departmental Academic Committee will constitute one or more evaluation boards, for continuous monitoring of the projects. The Boards will examine summary reports and day to day records at least twice in each semester. The departments, at their discretion, may conduct viva voce or oral presentation by the students and may invite external members to the Boards.
- 9.8 For the purpose of assignment of a grade, the following will be weightage of the different components in each semester.

Mid Semester assessment by Supervisors ( <i>based on day to day work as recorded in official record book</i> )	=	20%
Mid Semester assessment by Evaluation Boards ( <i>Based on record of work presented in summary report, official record book and oral or poster presentation</i> )	=	20%
End Semester assessment by Supervisors ( <i>Based on day to day work as recorded in official record book</i> )	=	20%
End Semester Assessment by Evaluation ( <i>Based on work presented in summary report, official record book, publication preprints, experimental demonstrations : No presentation required</i> )	=	20%
Project Report ( <i>assessed by Evaluation Board through oral or poster presentation</i> )	=	20%

Dean (Academic) or the Academic Oversight Committee may at their discretion, depute an observer from other department to the evaluation boards for monitoring the evaluation process. If the monitor puts up an adverse report, the evaluation may be repeated by a new Board appointed by the Senate or the Chairman Senate on its behalf.

- 9.9 On completion of evaluation process, the Departmental Academic Committee or its subcommittee constituted for the purpose shall decide the grade awarded. If the performance of a student is unsatisfactory, the Committee may recommend one of the following:
- (i) rewriting of report and submission for evaluation, (I grade)
  - (ii) extension of time for completion of the work (the time duration is to be specified),(I grade)
  - (iii) complete repetition of the project in the following year. (F grade)

The resubmitted thesis, if any, will be evaluated by the Committee and the grades will be sent to the examination unit. In every case of I, F or Ex grade, the HOD will record the strength and weakness of the project work and send to Dean (Academic) for record and review.

- 9.10 On completion of the examination process a student shall submit three sets of loose copies of the thesis (plus one for each additional supervisors) to the Head of the Department who will forward the same to the

Academic office for hard binding (one for the student, one for the Central Library and one for the Departmental Library). The student is also required to submit two electronic copies of the thesis in prescribed format (one in pdf format and one in original file format (MS-WORD, AutoCAD etc.) to the HOD after uploading in the e-thesis. The paper and electronic copies of the thesis will be archived in Institute and Departmental libraries and will be distributed by the Institute through Internet and other means.

- 9.11 Students are encouraged to work on research topics with a potential for creation of new technologies and issue of patents. Forms IP/3 and IP/4 may be filled up by the students, for generating patent applications, Rights to all intellectual property generated in project shall be distributed equally among the students, technicians and the supervisors, except where the concerned workers mutually settle on a distribution formula. If a project is supported by a sponsor, the sponsoring organization will be given IPR as per the contract, and the balance divided among the faculty, students and technicians.

## 10. Graduation Requirement

- 10.1 In order to qualify for an M. Sc., MA or MBA degree of the Institute covered under these Regulations, a student must:
- Complete all the credit requirements for the degree, as laid down in the prescribed curriculum of the discipline, with a minimum grade 'P' scored in every subject.
  - Obtain a CGPA of 6.00 or higher at the end of the semester in which he/she completes all the requirements for the degree.
  - Have cleared all dues of the Institute, the Hall of Residence, the Library, the Department, and Student Activity Centre.
- 10.2 The minimum total credit requirements that has to be satisfactorily completed for the award of M.Sc., MA or MBA degree will vary between 98 – 102, depending on the course structure of various departments or as decided by the Senate from time to time.
- 10.3 Normally a student should complete all the requirements consecutively in four semesters for the M. Sc., MA or MBA degree. Academically weaker students may be granted 4 additional semesters (2 years) to complete all the requirements for the degree.
- 10.4 All graduating students are required to submit their suggestion for improvement of courses to the Director in Form AC/123. The suggestions will be summarized on Form AC/124 and presented before the Senate.

## 11. Award of Degree

- 11.1 A student who satisfies graduation requirement (clause 10.1) and hence qualifies to get the M. Sc., MA or MBA degree is awarded the division as per the following norms :

CGPA $\geq$ 6.50	:	1st Class
$6.00 \leq$ CGPA $<$ 6.50 and have secured at least P grade in all courses	:	2nd Class

- 11.2 The year in which a student clears all papers of the degree will be mentioned in the Degree Certificate and Grade Sheet as the year of passing irrespective of the year in which he has cleared the final Semester courses.
- 11.3 Students passing in Autumn and Spring semesters and in any special examination will be getting their degrees in the next convocation and will be deemed to have graduated in the academic session ending in the month of April of the same academic year.

## 12. Medals and Awards

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

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

Students who have been permitted full credit in alternative examinations on grounds of excellent attendance record will also be eligible for medals & prizes. All gold medals should be of at least 10 grams of 22 carat gold. The medals and awards awarded by the Institute to M.Sc., MA and MBA students basing on academic performance are the following:

1. **Institute Gold Medal for the Best Postgraduate (2 Yr M.Sc. and MA)**

This is a Gold Medal awarded to the student securing highest CGPA among all recipients of 2 year M.Sc. and MA degrees considering all disciplines of the passing out batch of the Institute.

2. **Institute Gold Medal for the Best Postgraduate (MBA)**

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

3. **Gold Medal for the Best Postgraduate Project (M.Sc. (2 yr & 5 yr), MA, MBA)**

This is an Institute Gold Medal awarded to the student who has made the most significant contribution in his/her project work among students of M.Sc. (2 yr & 5 yr), MA, MBA programmes [Integrated M.Sc. and Dual Degree students are excluded from this list].

The selection of the Best Postgraduate Project awardee is made by a Committee consisting of the following members:

1. Dean (Academic) - Chairman
2. Dean (SR) - Member
3. Prof-in-Charge, IP - Member
- 4-6 Three faculty members nominated by Director – Members

The faculty members nominated by the Director should preferably have made significant contribution in R&D through research and consultancy projects, guidance of Ph.D. and M.Tech. students, publication in scholastic journals or made an impact in the Institute's technical life through guiding technical activities under SAC.

The following procedure will be followed:

- (a) Students who carry out projects individually or as a member of a larger team are eligible for award of the medal.
- (b) The student should have completed the project in a single stretch spanning two semesters only.
- (c) Preliminary scrutiny of projects shall be made at the end of March each year by the respective departments and the names of two students for each branch will be forwarded by the H.O.D. to the scrutiny committee along with a report of length 3 to 6 pages by each student, duly forwarded by the supervisor(s).
- (d) If any of the six Committee members happens to be the supervisor of one of the ten short listed students, he will request the Director to be excused and the Director will nominate an alternative member in his place.
- (e) The members of the scrutiny committee shall evaluate the reports and official record books and choose the students for making oral presentation before an open audience. Students presenting a weak work or a poorly maintained record book will be disqualified.
- (f) The Scrutiny Committee shall organize an open presentation and display of any physical device or software by the selected students two weeks prior to the start of the Spring End Semester examinations.
- (g) It will also receive the completed theses of the potential awardees within the dates to be announced by the Committee, but not later than 10 days after completion of End Semester Examination.
- (h) The scrutiny committee will examine the final theses and record books before arriving at a recommendation.
- (i) The Scrutiny committee shall consider the following aspects of the projects before making the final recommendations:

1.	Originality of concept, scientific approach, experimental or analytical skills learnt relation with other projects in current or earlier years.	20
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2	Quality of physical Device, experimental or analytical innovation, prospect of patent or publication, direct relevance to industry, health care or public utility	20
3.	Volume of work performed as presented through official record book and associated documents	20
4.	Quality of record of day-to-day work as given in Project Record Book and documents referred therein.	20
5.	Organization and quality of presentation including audiovisual material.	10
6.	Quality of thesis: content, organization and aesthetics	10

#### 4. **Institute Silver Medals**

These medals are awarded to the students securing the highest CGPA in each discipline of M.Sc. or MA programmes (MBA is excluded). If two disciplines run in one department, there will be two silver medals. A procedure similar to award of Institute gold medals will be followed in selection of the awardees.

#### 5. **Endowment Medals and Cash Awards**

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

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

#### 6. **Academic Prizes**

These prizes are awarded to the students securing 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> position in each discipline of Postgraduate programmes every year. These positions are calculated considering the academic performance of students in Autumn and Spring semesters of a particular academic year.

The eligibility and the no. of prizes to be awarded in a discipline are governed by the following rule:

- a) CGPA or SGPA (as the case may be)  $\geq 8.0$
- b) For n is the sanctioned strength in a discipline
  - i) One prize (1<sup>st</sup> only) will be awarded if  $n < 30$ ,
  - ii) Two prizes (1<sup>st</sup> & 2<sup>nd</sup>) will be awarded if  $30 \leq n < 60$ , and
  - iii) Three prizes (1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup>) will be awarded if  $n \geq 60$

In all cases when there is a tie, consideration of score/rank of the entrance examination (JEE/GATE/JAM/CAT etc.) will be used for breaking the tie and the student with higher score will be eligible for the medal/prize. In case of a tie between a student with entrance score and a student without entrance score, the student with entrance score will be eligible for the medal/prize. Programmes where admission is done with the Institute's admission procedure (without any standard national entrance), score of the qualifying examination will be the deciding factor.

### 13. **Conduct and Discipline**

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

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

#### **14. Change of Branch**

No change of branch is permitted in the 2 year M.Sc./ MA/ MBA programmes once the admission process is over.

#### **15. Residential Requirement**

- 15.1 The Institute is essentially a residential one and unless otherwise permitted, every student shall be required to reside in and be a boarder of Hall of Residence to which he/she is assigned.
- 15.2 A student permitted to stay outside the Halls, will be attached to one of the Halls. He/she is permitted to participate in all the Hall activities. All female students permitted to stay outside the Hall will be attached to one of the Ladies Halls.
- 15.3 The terms and conditions that a student must fulfill during his/her stay in a Hall of Residence are mentioned in Appendix–VI.

#### **16. Fees and Refunds**

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

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

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

- 16.2 If a student is removed or he/she withdraws/leaves the Institute in the mid-session without completing the entire course, all fees paid including the caution deposit will be forfeited by the institute. Mess advance may be refunded after deduction of dues, if any.
- 16.3 Forms AC/107 and AC/108 should be used by the students to seek permission for paying tuition and other dues (except normal semester registration fees) to the Institute or halls of residence.
- 16.4 If a student does not pay fees and register in two consecutive semesters his name will be struck off the rolls.

#### **17. Transition Issues**

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

#### **18. Dissemination of Information and Issue of Certificates**

- 18.1 A copy of this document shall ordinarily be given in print or electronic form to every student on admission. It will also be made available on the Institute's web site. Not possessing a copy, however, shall not exempt a student from complying with these regulations.
- 18.2 The Deputy/Assistant Registrar (Academic) is authorized by the Institute to issue formal certificates of studentship [Form AC/115] and Expenditure Certificate [Form AC/116]. Dean (Academic) will sign all certificates of studentship on behalf of the Director when external agencies seek such certificates from Head of Institution.
- 18.3 On publication of final results a student will be issued a provisional certificate on Form AC/127 and an Institute leaving-cum-migration-cum-conduct certificate on Form AC/126. Form AC/127 will be signed by Dean (Academic) on behalf of the Director, while Form AC/126 will be signed by Deputy/Asst. Registrar (Academic) and Dean (Academic). The final degree certificate will be signed by Registrar and Director.

## **19. Exceptions**

- 19.1 Notwithstanding anything stated in the rules, the Senate can make special provisions and exceptions depending on the merit of a case. Such cases shall not be cited as precedence in future occasions of similar nature.
- 19.2 In emergency situations, the Director in capacity of the Chairman Senate, can exercise powers of the Senate and discharge the functions of the Senate. Such decisions must be reported to the Senate at its next meeting.



## ***Guiding Principles***

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

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

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

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

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

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

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

## ***Quality Policy***

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

# A P P E N D I C E S

**GUIDELINES FOR AWARD OF LETTER GRADES**

1. In general there shall be no rigid marks-to-grade linkage. Difficulty levels of the examinations, tests, assignments, viva-voce and other factors that contributed to the final marks are to be considered by the teacher / coordination committee of a subject while converting marks into letter grades. Still adherence by teachers to these guidelines will help in evolving a common standard that is easy to implement and easy to understand.
2.
  - (a) The grades 'F' and 'Ex' are to be considered as bench mark grades.
  - (b) Ordinarily the cut-off marks below which a student would be assigned and 'F' grade is 35/100 in theory courses and 40/100 in for the laboratory courses. These cut off marks may be lowered to the extent of 5 marks at the discretion of the course teacher.
  - (c) The exceptionally brilliant performance is to be assigned an 'Ex' grade. Even the best student of any class needs to be judged against best students of previous batches to be awarded the 'Ex' grade. Normally a score of 90 out of 100 shall give an Ex grade; but this threshold may be lowered to the extent of 10 points at the discretion of the course teacher.
3. In case of a relatively large class and/or classes where the performance level depicts more or less a normal distribution:
  - (a) Teachers should strive to set up standards so that the average performance (around mean value of marks) yields a 'C' grade. However, if by the teacher's/coordination committee's perception the general level of the class is considered to be appreciably higher than that of other batches, the average performance may be assigned 'B' grade.
  - (b) All other marks for grade conversion are to be done relatively with respect to the average performance in between (but excluding) the 'F' and 'Ex' grades, which have already been assigned, by choosing appropriate boundary marks between grades.
  - (c) Normally, in a reasonably large class of students distribution of grades is expected to be as follows:

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

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

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

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

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

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

5. All the requirements for the laboratory courses are to be satisfied by a student within deadline set-up by the teacher/coordination committee before the start of the end-semester examination. If a student, due to a reason like participation in national / international event or illness of himself/herself or calamity in the family, cannot complete a particular course, the teacher/coordination committee may allocate him/her additional time with permission of Dean (Academic). In this case, an I-grade may temporarily be allocated to the student in the subject. However, the requirement has to be fulfilled within 3 weeks after the end of the end-semester examination and the grade finalized.
6. There is no provision for formal examination in laboratory courses. If a student cannot clear a particular laboratory course, he/she will be assigned the grade 'F' in that subject. In extra-ordinary circumstances, to be decided by the Senate or the Chairman, Senate on its behalf in consultation with subject teacher and concerned Head of the Department, a student may be given a chance to complete the laboratory requirement in the summer or winter vacation. If a student cannot satisfactorily complete the laboratory work and again gets 'F' Grade in the laboratory, he/she has to repeat the subject in the next academic year, or carry it forward to the project semesters where he may complete the courses deferring the project courses to summer vacation and beyond.

## APPENDIX – II

### GRADING SYSTEM

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

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

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

- I - for "Incomplete Assessment" because of institutional constraints, not students' deficiency.
- X - for "Debarred" (*due to poor attendance, examination malpractice, disciplinary action, not clearing a paper due two years earlier or any other reason*)
- UR - for "Unregistered or De-registered" (*a student needs to register for the course afresh and attend classes.*)

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

A student gets grade X in a paper for one of the following reasons: Very poor attendance in class (<70%), examination malpractice, disciplinary action or for failing to clear a course in 2 years (once in the normal semester and once as backlog) including supplementary and summer courses if offered. Grade X yields no credit points; but it is counted as a course taken, albeit unsuccessfully and counted in CGPA calculation. A student is required to register afresh for a course with X grade and to attend classes in the normal semester. These courses are not eligible for Summer courses.

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

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

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

Where ‘n’ is the number of subjects registered for in a semester, ‘c<sub>i</sub>’ is the number of Credits allotted to a particular subject, and ‘g<sub>i</sub>’ is the grade points carried by the letter corresponding to the grade awarded to the student on the subject. SPGA will be rounded off to the second place of decimal and recorded as such. The SPGA would indicate the performance of the student in the semester to which it refers.

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

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

Where ‘m’ is the total number of subjects the student has registered for from the first semester onwards up to and including the semester S, ‘c<sub>i</sub>’ is the number of Credits allotted to a particular subject s<sub>i</sub> and ‘g<sub>i</sub>’ is the grade point carried by the letter corresponding to the grade awarded to the student for the subject s<sub>i</sub>. CGPA and SGPA will be rounded off to the second place of decimal and recorded as such. All courses registered including EAA will count towards calculation of SGPA and CGPA. In addition to registered courses, a student may ‘audit’ additional courses with the consent of the teacher. Those courses will not appear in official records and will not count towards calculation of SGPA and CGPA.

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

4. When a student gets the grade ‘I’ for any subject(s) during a semester the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated ignoring this (these) subjects. After the ‘I’ grade(s) has (have) been converted to appropriate grades, the SGPA and CGPA for that semester will finally be recalculated after taking into account this (these) grade(s).
5. When a student gets the grade ‘F’ in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only ‘2’ points for each such ‘F’ grade. After the ‘F’ grade(s) has/have been substituted by better grades during a subsequent semester, the SGPA and the CGPA of all the semesters, starting from the earliest semester in which the ‘F’ grade has been updated, will be recomputed and recorded to take this change of grade into account.
6. Courses with status “UR” and “I” will not be counted in calculation of grade point averages; i.e. the corresponding figures will appear neither in the numerator nor in the denominator. In contrast, courses bearing F, X grades will be counted in SGPA and CGPA calculation, adding 2 and Zero points per credit for F, and X grades respectively to the numerator and full points in the denominator.



**GUIDELINES FOR USE OF PROJECT RECORD BOOK**

1. The Project Record Book constitutes the bonafide record of project work carried out by undergraduate, postgraduate and research students of NIT Rourkela.
2. The book contains day to day record of all conceptual, analytical, laboratory and computational activities carried out by a student as a part of his project.
3. It is a permanent record of academic activity and contains intellectual property created by the student and his supervisor.
4. The book should be treated with respect and maintained with care. Pages must not be torn or used for rough work.
5. The student should record all his thoughts, observations, flow charts, computational steps etc., directly on this notebook. Use of second rough book and final copying to this record book is discouraged. No cognizance of those extra books will be taken for evaluation.
6. All information recorded here must start with a date on the left margin. The work of the day must be organized into sections such as objective, experimental or computational methods, observations, program flow charts, pseudo-codes, conclusion, discussion etc., as relevant to the problem at hand. Short computer prints, photographs, charts and graphs may be pasted neatly wherever necessary.
7. The supervisor should examine the progress of the student and record his observations, comments and suggestions in a regular manner, typically once every week.
8. The student must produce this record book before all Examination Boards for evaluation and grading of his day to day performance, and for award of medals and prizes. The first evaluation of the project by the Supervisor will be made basing on the record book only.
9. On completion of the project, the student must surrender this book to his supervisor for archiving. If the same problem is continued by a student of the following batch, the supervisor may choose to give it to those students for the sake of continuity. Projects with supervisor intellectual material may be sent to Departmental Library for permanent archival.
10. The students who do work worth publishing and/or patenting are advised to proceed with those activities. The IPR Cell of the Institute will organize the patenting process.
11. All postgraduate students shall be provided with Project Record Books as per need with no limit on the number of books used. Blank books will be provided by the Department office or by the Academic Section.



## APPENDIX – IV

### **RULES REGARDING CONDUCT AND DISCIPLINE**

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

1. Students shall show due respect to the teachers of the Institute, the Wardens of the Halls of Residence, the Sports Officers and the Officers of the National Cadet Corps; proper courtesy should also be extended to the employees of the Institute and of the Halls of Residence. They shall also pay due attention and courtesy to visitors.
2. Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year. Law bans ragging in any form to anybody. Any act of physical or mental pressurization of junior students, individually or in group, will be considered as an act of ragging. Ragging also includes forcing junior students to meet seniors outside institute premises, or in places where a student has no valid reason to be present, asking irrelevant questions or using abusive language. Ragging will be considered as gross indiscipline and will be severely dealt with, which may include expulsion from the institute.

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

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

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

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

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

to oneself or other persons in any way.

- Displaying lack of courtesy and decorum, resorting to indecent behaviour any where within or outside the campus.
- Not intimating his/her absence to the Warden of the hall before leaving campus.
- Getting involved in an activity that violates state or national laws.

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

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

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

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

5. For a minor offence committed (a) in a hall of residence, (b) in the department or a class room and (c) elsewhere, the warden, the head of the department and the dean of student welfare, respectively, shall have the authority to reprimand, impose fine or take any other suitable measure. All cases involving punishment other than reprimand or fine shall be reported to the chairman of the standing disciplinary committee in a formal manner.
6. (a) All major acts of indiscipline, which may have serious repercussion on the students in general and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Institute Standing Disciplinary Committee appointed by Senate. The Institute Standing Disciplinary Committee consists of the following ex-officio and other members:
  - Dean of Student Welfare - Chairman
  - Chief Warden of Halls of Residence -Member
  - Two members of faculty nominated by the Senate, for a period of two years -Members
  - Three students (one from UG, one from PG or Research and one female student either from UG or from (PG or Research) nominated by the Director for a period of one year -Members
  - Deputy / Assistant Registrar (Academic) -Member Secretary
  - Wardens of the Halls of Residence of the concerned students, Vice Presidents of SAC and other faculty members may be invited to the proceedings of the ISDC at the discretion of the chairman as per need.
- (b) The Institute Standing Disciplinary Committee shall investigate complaints, examine available evidence and recommend punishment.
- (c) Recommendation of the committee, which will include the suggested punishment in cases of guilt proven,

will be forwarded to the Chairman, Senate for necessary action.

- (d) Proof of guilt need not necessarily be at the same level as necessary in a court of law. The committee, in order to protect the academic rights of a greater body of students, may award disciplinary measures if it is reasonably satisfied that such measures are in the greater interest of the students.
- (e) The Director, at his discretion may take additional measures keeping in mind long term issues and impact on other aspects of Institute management. The Director in capacity of Chairman, Senate may make minor changes in the nature of punishment awarded or reduce the level (as per item 4 above) and/or quantum of punishment if he feels appropriate. But he shall not increase the quantum of punishment recommended by the ISDC.
- (f) On approval of Director, the Deputy / Assistant Registrar (Academic) will bring out appropriate orders with copies to the parents / guardians of the student.
- (g) If the Director feels that the nature and/or quantum of punishment is not commensurate with the offence and may create long term problems, he may refer the matter to the full Senate. The Senate's decision in the matter will be final.

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

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

- |         |  |   |                  |
|---------|--|---|------------------|
| (1)     | Professor in charge of Examinations                                    | - | Chairman         |
| (2)     | The concerned examiner(s) & the faculty reporting the incident         | - | Members          |
| (3 & 4) | Two members of faculty nominated by the Senate for a term of two years | - | Members          |
| (5)     | Deputy/Asst. Registrar (Academic)                                      | - | Member Secretary |

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

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

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

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

- |       |  |   |          |
|-------|--|---|----------|
| (i)   | Assistant Warden   | - | Chairman |
| (ii)  | General Secretary  | - | Member   |
| (iii) | One boarder of the hall to be nominated by the Chief Warden of Halls in consultation with the Warden | - | Member   |

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

11. An invigilator in an examination hall may recommend deduction of marks (up to 10 marks) on the answer script for indiscipline in the examination hall, disobeying advice of the invigilator or other minor offences. In case of adoption of unfair means in examination or creation of serious disturbance in the examination hall, the invigilator shall report a student to the Examination Disciplinary Committee.
12. Any act of the indiscipline and steps taken by the Director will be reported to the Senate in its next meeting. If opportunity still exists, the Senate may deliberate and alter the nature and/or quantum of punishment awarded.
13. A punishment, once awarded and notified cannot be changed by the Director, the Institute Standing Disciplinary Committee, or any administrative authority. However, when new facts come to light, the Senate can amend the punishment and take any other corrective measures that it feels appropriate.
14. Ordinarily minor disciplinary offences and punishments will not be reflected in a students' Conduct Certificate. But in serious cases, Disciplinary Committee, the Director or the Senate may decide to make an appropriate entry in the students' Conduct Certificate.



APPENDIX-V

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

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

## MISCELLANEOUS FEES

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

**Note:**

- 1) Tuition fee and all other Fees except the one time fees will be collected in two equal installments during semester registration. In case of mid-semester admission full semester fees are payable.
- 2) SC/ST students taking admission in all postgraduate and research Programmes (Except MBA) are exempted from paying tuition fee.
- 3) The semester fees shall normally be payable at the time of admission for 1<sup>st</sup> semester and on or before semester registration for every subsequent semester unless otherwise permitted by the competent authority. Delayed payment and/or registration will attract a late fee, which cannot be waived.
- 4) Late registration fee is distinct from late fee charged for delay in fee payment.
- 5) Mess fees and fines will be collected along with the Institute fees.
- 6) There shall be no system of partial payment. The Institute will raise demand note for full amount.
- 7) Students provided with family accommodation in institute quarters (if any) will be attached to a hall for married students. They will pay seat rent at higher rate of S.S. Bhattanagar Hall of Residence.
- 8) Married students given accommodation in the SSB Hall will pay seat rent appropriate to their room type plus

establishment fee. In case of married research students, where both spouses are students of this Institute, one of them (against whom room is allotted) will pay seat rent applicable to SSB Hall, while the other will pay at a rate applicable to single room of other Hall. The later student will be exempted from paying establishment fee.

- 9) Hostel seat rent (except that for family accommodation) includes electricity charges up to 50 units per student per month, average. Excess consumption will be billed extra, uniformly for all the students of the hall.
- 10) Tuition fee, Development fee and all other fees can be borne by research projects on recommendation of P.I. for students of all categories, if the student's research activity has a bearing on the project.
- 11) Medical fee will entitle the student to free treatment and medicines at the Institute Health Centre, plus limited insurance cover against hospitalization if such a scheme is adopted by the Institute.
- 12) Students are required to pay fees during all the semesters (or part thereof). They are in the roll of the Institute, from admission till graduation/thesis submission (for research students).
- 13) Institute employees enrolled in M.Tech.(Res.) or Ph.D. programme are exempted from all fees except Admission fee and Thesis processing fee.
- 14) Foreign students coming under different schemes will pay tuition fee at a rate fixed under the scheme, instead of the rate given above.
- 15) Ph. D., M.Tech.(Res) and M.Tech. students who are granted withdrawal are exempted from paying fee under Medical fee, Book fee and hostel establishment fee.
- 16) Locally Sponsored research students are exempted from paying Hall establishment fee. However, they are required to pay seat rent.
- 17) At own request students' permitted to stay outside the halls shall pay full seat rent and establishment fee for the hall he is attached to.
- 18) The seat rent chargeable to students who have taken withdrawal during short term visit to the institute shall be 10 % of annual rent for each month (30 days) or part thereof.
- 19) When persons other than students are given hostel accommodation, they will pay seat rent at the same rate as for students, but on 6 monthly basis, payable at entry, in January and in July, irrespective of their date of entry. Every payment amount shall be 50% of annual seat rent.
- 20) Students applying for D.Sc. degree will pay thesis evaluation fee equal to that for Ph.D. students.
- 21) If a student fails to submit thesis within one month of acceptance of synopsis by the Academic Office, the thesis processing fee needs to be paid again.
- 22) There is no provision of waiver/condoning of any of the fees, including late fees even if the student had genuine reason to be late. However, under truly exceptional circumstances, where delays take place due to lapses by the Institute (e.g., failure of computer system), the senate can approve refund of the late fees collected.



**CONDUCT RULES FOR RESIDENTS OF HALLS OF RESIDENCE**

Following are the detailed rules governing residence requirements of students:

1. The NIT, Rourkela is a totally residential institution and all students are required to stay in one of the Halls of Residence.
2. Under special circumstances, the Director or Dean (Academic) may permit a student to reside with his/her Parent/Guardian in the Institute Campus or within a reasonable distance from the Institute. Such a student shall, however, be attached to a Hall of Residence and will be required to pay full seat rent and certain other as decided by the Institute from time to time. However, this permission may be withdrawn at the discretion of the Institute, at any time without assigning any reason.
3. The mess of each Hall of Residence shall function as a single integrated unit and shall not, under any circumstances be sub-divided into any kind of groups or sub-groups.
4. The allotment of rooms in a Hall should be directed towards integration of students of different courses, batches, residential districts and communities. Wardens may reshuffle allotment in the middle of a year if this objective is not met adequately.
5. Married student accommodation may be available only to married students of Ph.D. and M.Tech(R) programmes, if the spouse of the student lives continuously with the student. It will, ordinarily, not be provided whose spouses live elsewhere and visit the student intermittently. Other dependents such as parents, sibling or relatives are not permitted to stay in married student accommodation provided by the institute.
6. No student shall come into or give up the assigned accommodation in any Hall of Residence without prior permission of Dean (Academic).
7. A student shall reside in a room allotted to him/her and may shift to any other room only under the direction/permission of the respective Warden of the Hall. Mutual interchange of room without consent of the Warden is forbidden.
8. Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfecting and shall vacate the rooms when leaving for the vacations/holidays.
9. Students shall be responsible for the proper care of the doors, windows, furniture, fan, and other fittings in the rooms allotted to them and shall generally assist the Warden in ensuring proper use, care and security of those provided in the Halls of common use of all students.
10. Students will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause the Institute shall accept no responsibility and shall not be liable for payment of any compensation.
11. Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator etc. by a student in the Hall of Residence is prohibited.
12. Consumption of tobacco, alcoholic drinks and hallucinogenic substances is strictly forbidden.
13. Students must honour the timing of the hostels in matters of moving in or out of halls.
14. The Halls have an autonomous management system based on student participation. Every student must make an effort to participate in hall management and other welfare activity within the hall.
15. Riding or keeping of motorcycles, mopeds or automobiles inside or outside the Institute by the boarders is strictly forbidden. Students permitted to stay outside the campus may come to the institute riding their own vehicles but are not permitted to ride or park them in the hall area. Any exception, particularly on medical grounds, shall need the explicit approval of the Director. Non-compliance with the rules shall attract financial penalty and other disciplinary measures as decided by the Institute from time to time.
16. All students are required to honour “dining hall etiquette” published by the Chief Warden. The etiquette shall cover honouring published meal timings, placing soiled plates on “used tray” counter, not taking food or utensils out of the dining hall and being polite to the staff and fellow students. Non compliance of dining hall etiquette will lead to financial penalty and disciplinary action.

**COMPOSITION OF DEPARTMENTAL ACADEMIC COMMITTEE (UG+PG)**

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

**Composition**

1. Head of the department - Chairman
2. Four to six faculty members nominated by HOD - Members

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

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

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

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

**Functions**

- 1) To decide the course structure and detailed syllabus of the subjects offered by the Department.
- 2) To assign teaching duties to the teachers and to make the facilities available for teaching.
- 3) To allot faculty advisors to the new batches of students admitted.
- 4) To consider any change of grade of a student in a particular subject / subjects due to any omission / commission and recommend (Clauses 8.8 & 8.9 of regulation).
- 5) To review the cases of weak students and decide appropriate action in advance in coordination with faculty advisors.
- 6) To assign under-graduate Projects to the teachers of the Department.
- 7) To constitute evaluation boards for projects, viva voce, training reports etc.
- 8) To guide teachers towards ensuing continuous evaluation by conducting class tests, giving assignments etc.
- 9) Moderate question papers if so necessary.
- 10) To decide award of medals and prizes wherever available based on departmental merit or activities.
- 11) Any other duties to be assigned by the Senate.

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



## APPENDIX – VIII

### **COMPOSITION OF POSTGRADUATE PROGRAMME EVALUATION COMMITTEE**

#### **Composition**

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

#### **Functions:**

- (i) To consider the recommendations of DAC (UG+PG) on matters relating to postgraduate programmes and to make suitable recommendations to Senate.
- (ii) To frame and revise curricula for the postgraduate courses of study for all Departments.
- (iii) To ensure that all norms and regulations pertaining to postgraduate programme are strictly followed.
- (iv) To make periodic review of ordinances, regulations and instructions pertaining to postgraduate programmes and recommend to the Senate any modification thereof.
- (v) To recommend to the Senate the results of all PG and research examinations and award of degrees.
- (vi) To review the academic performances in the postgraduate studies and to make suitable recommendations to the Senate.
- (vii) To recommend to the Senate the award of stipends, scholarships, prizes & medals as per rule and such other conditions and norms as may be stipulated for the awards.
- (viii) To draw off general time table for the postgraduate course and finalize the PG academic calendar to be put up to the Senate.
- (ix) To consider and recommend to the Senate any special cases related to attendance, examination, registration etc.
- (x) Any other job assigned by the Senate.

Frequency of Meetings:                      At least twice every semester.



## **RULES REGARDING ENDOWMENT MEDALS & PRIZES**

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

### **1. Gold Medals :**

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

### **2. Memory of Past students:**

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

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

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

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

- a) *Gold Medal* : as per clause 1.
- b) *Cash Award* : 5% of endowment or Rs.5000/- whichever is higher. In case of deficiency of capital, the donors will be contacted for increasing the amount of endowment. If they are not in a position to contribute the funds required, these endowments will be discontinued after funds are exhausted. In the closing year, if Rs.5,000/- is not available, the amount will be absorbed by the endowment fund and used for covering deficiencies in the endowment given in the memory of deceased students.

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

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

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

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

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



## APPENDIX - X

### **COMPOSITION OF CO-ORDINATION COMMITTEE FOR POSTGRADUATE COURSES**

#### **Composition**

A Co-ordination Committee will be constituted for each subject taught by more than one teacher of one or more Departments. The committee will consist of all the teachers who are involved with the teaching of the subject during the semester.

One of its members will be nominated by the Head of the Department, under whose name the subject is being offered, to act as its Chairman.

#### **Tenure**

The semester in which the subject is being offered.

#### **Functions**

- (i) To lay down the course plan for the subject.
- (ii) To coordinate instructions and progress of teaching in the subject and to ensure that the full syllabus is covered.
- (iii) To review periodically the performance of students who have registered in the subject.
- (iv) Organise preparation of question paper.
- (v) To moderate the question papers on the subject and ensure that the syllabus is well covered by the question papers.
- (vi) To forward the results of the examinations and the final grades obtained by each student taking the subject, to the Academic Section through concerned Head of the Department.

#### **Frequency of Meetings**

Each Coordination Committee shall meet at least four times during the semester.



## APPENDIX - XI

### **RULES REGARDING SUMMER COURSES AND BACKLOG PAPERS**

#### **Summer Courses:**

1. When the situation so demands, e.g. large number of students (typically more than 10) failing in a subject, the Institute may decide to offer summer courses to students with an F grade in Autumn or Spring semester. Attendance in such a course shall be compulsory.
2. Students securing an X or UR grade due to shortage of attendance, examination malpractice, disciplinary action or comparable reasons are not permitted for Summer Course. For students awarded X grades due to shortage of attendance Dean(Ac) may condone upto 4 classes of absence per course but 8 classes in total and permit registration in summer course.
3. A student can register for a maximum of three summer courses concurrently.
4. For final year students if regular Summer Course will not be possible, students may be permitted to register for the course under "Guided Self Study" mode, where a teacher will be assigned by the department for every course and evaluation will be afresh under 3 components T.A., mid- Semester, and End Semester examinations. There will be regular contact between the students and teacher; the teacher will be giving assignments and evaluating the scripts. Mid-Semester & End- Semester Examinations will be conducted separately by the Academic Office. Students are required to give biometric attendance by registering their biometric impression in

the Computer Centre. Minimum number of biometric attendance should be 20 working days in each Course. This is also applicable to the students failing in Spring End Semester Examinations.

5. Attendance requirement will be counted on the basis of the usual 15% and 30% (Approximately) criteria i.e. absence beyond 15% of total classes held leads to reduction of grade by one step and absence beyond 30% of total classes held leads to 'X' grade in the particular course. Permissible absence in summer courses is enumerated in the table below:

L-T-P	In Regular Semester		In Summer Course	
	without penalty	with reduction of one step in grade	Without penalty	With reduction of one step in grade
3-0-0	6	12	5	9
3-1-0	8	16	6	12
0-0-3	2	4	2	3

6. Students who have missed the mid or end semester examination due to serious illness or family calamity may appear in the corresponding semester examination of the summer course without attending classes if permitted to do so.
7. If a student secures at least P grade in a course and has CGPA higher than 6.00, he will not be permitted to upgrade his grade in that particular course. However, for enhancement of knowledge he/she can audit that course during summer courses with the consent of the course teacher and by paying the fees.
8. If a student's CGPA falls below 6.00 (w.r.t. clause 5.5), he may attend summer courses or repeat the course by registering afresh in the subsequent semester when offered to improve grade in the courses with P or D grade. The higher of the two grades will be recorded. A student is not permitted to improve the grade only by writing semester examinations.
9. If a student does not clear a course during a semester including summer course (if offered), he may register for the course in the following semester as a "BACKLOG PAPER". In such case, the student is entitled only to one grade lower than the actual grade thus scored, except that the performance grade 'P' remains unaltered. For the students who have grade back due to shortage of attendance, original grade will be reduced by two steps, one for shortage of attendance first and the next due to backlog examination. However, an original grade of D will translate to P. The conversion of grade will be done by the Academic office.
10. In case of 'backlog papers' the student is not required to attend classes, but must write both mid- and end-semester examinations. The TA marks will be carried forward from the previous semester.
11. If a student fails in a backlog paper, he may attend summer courses once again (if offered). If he still does not clear the paper, he must register for the course and attend classes, thus automatically joining the slow pace programme. The status in the grade sheet will appear as "X".
12. If a student completes all 4 semesters with some uncleared F grades, or CGPA less than 6.00, he must continue to live in the hostel and attend classes. He must register for as many courses as time table permits, the balance (the more recent courses) being taken as backlog papers.
13. If a student does not clear all courses in 4 years or has CGPA less than 6.00 at the end of the 4th year including summer courses (if offered), he must leave the Institute without being awarded a degree.



**PROCEDURE FOR ADMINISTRATION OF SHORT TERM**

**INDUSTRIAL OR RESEARCH EXPERIENCE (SIRE PROGRAMME)**

1. The SIRE programme shall be of at least 8 weeks duration after 2nd Semester of M.Sc.(2 year), MA and MBA) programmes. The experience should preferably be earned in an industry of repute, major R & D laboratory, an IIT, NIT or IISc. The key word is “repute”.
2. The Training and Placement department shall arrange places of work for all students of 1st year M.Sc.(2 year), MA and MBA) programmes.
3. The work may be carried out either in India or abroad. The Institute shall not bear the cost of travel or accommodation in any place. Some organizations offer work experience to engineering students against a fee. The Institute will examine such programmes for their content and spirit and approve deserving cases. The student shall bear the expenses.
4. Students are encouraged to receive financial support from the organizations where they are placed or from other sources. Such financial offers will not count as alternative scholarships.
5. Students will not be permitted to enroll in regular, periodic or aperiodic courses (e.g. CAD/CAM course, Oracle course) offered by companies, even if the subject is of interest to the academic programme. If a subject is of relevance to the Institute’s academic programme, it should be included in the curriculum instead of requiring the students to study it outside the Institute by paying additional fees.
6. Considering difficulties of accommodation and travel, the Institute shall work out places of work taking into account the convenience of students. For this to happen, the T & P Centre shall put up a notice seeking suggestions from students for possible work sites. When the seats are made available to the Institute, the students who made the suggestion shall get the first preference in allotment.
7. Some time around February-March of the year, the T & P department shall finalize the list of work sites for the students and announce it on the notice boards. The students will then make railway reservation and take other steps necessary. Railway concession will be made available by the Institute.
8. Students will have no freedom to choose their own places of work beyond giving suggestions to the T & P Centre. In case a student faces difficulty with the assigned place, he should bring it to the attention of the Professor T & P so that he can be given a fresh allotment. Any change of place of work after starting of the summer vacation must be approved by the Professor T & P on the merit of the case. Any work at a place not approved in advance will not count towards credit requirement.
9. The T & P Centre shall have the responsibility to inspect the places of work to ensure that the students are sincere in their assigned responsibility. If it is found that a student is not attending his work place on full time basis, the student shall get ‘F’ grade and the SIRE programme is to be repeated at the end of the 4th semester with consequent delay in completion of the students’ academic programme.
10. The SIRE report will be evaluated by the department at the beginning of the 3<sup>rd</sup> semester for postgraduate students, preferably within one month of the starting of the semester. The department will assign one or two faculty members to coordinate presentation by the students and evaluation of the reports. The grades must be sent to the examination unit before the mid semester examination of the autumn semester.
11. The T & P Centre shall be the nodal agency for arranging places of industrial experience. But departments also need to play a strong role. Many faculty members are well known in industry and the industry honours the requests of faculty members and Heads of Departments.
12. There will be a Training & Placement Advisory Committee headed by the Professor of Training & placement. Every department shall nominate one faculty member having strong connection with industry and a strong perception of all aspects of the department’s academic programmes.
13. SIRE will also include credit for the industrial tours and visits arranged by the Institute during 1<sup>st</sup> – 3<sup>rd</sup> semesters of a student’s career. The relative assignment of marks between the two components shall be : 70% for summer work and 30% for the industrial tours

## **COMPOSITION OF ACADEMIC PROGRAMME OVERSIGHT COMMITTEE**

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

UGPEC:	Undergraduate Programme Evaluation Committee
PGPEC:	Postgraduate Programme Evaluation Committee
RPEC:	Research Programme Evaluation Committee
APOC:	Academic Programme Oversight Committee.

### **Composition of Academic Programme Oversight Committee:**

1. One Senior member of the Senate : Chairman
2. 4 members of faculty nominated by Senate : Member

### **Functions:**

- To monitor holding of classes (theory, laboratories and design) regularly in all courses across the Institute and ensuing compliance.
- To ensure that lost classes are compensated.
- To ensure that teaching assistants assist the teachers in preparation of assignment and collection and evaluation of answers.
- To examine question papers for proper academic standard, coverage of syllabi, time required to answer, format or printing and proper units, after examinations are over.
- To ensure proper implementation of Seminar and Technical Writing course
- To ensure that such students as well as UG/PG students in project semester use project record books effectively and that marks awarded relate to the record books.
- The APOC will be assisted by Departmental Academic Programme Oversight Committee (DAPOC) who will normally report their observations to respective HODs, but will be guided by the APOC in implementation of their departmental responsibilities.

### **Composition of DAPOC (Departmental Academic Programme Oversight Committee)**

1. Senior member of the faculty nominated by HOD : Chairman
  2. Two other senior members of faculty nominated by HOD : Members
- The composition of the DAPOC shall need approval of the Director.

### **Functions:**

- To monitor holding of classes (theory, laboratories and design) regularly in all courses across the Institute and ensuing compliance.
- To ensure that lost classes are compensated.
- To ensure that teaching assistants assist the teachers in preparation of assignment and collection and evaluation of answers.
- To examine question papers for proper academic standard, coverage of syllabi, time required to answer, format or printing and proper units, before and after examinations are over.
- To ensure proper implementation of Seminar and Technical Writing course
- To ensure that such students as well as UG/PG students in project semester use project record books effectively and that marks awarded relate to the record books.

## APPENDIX – XIV

### POLICY ON SANCTION OF MEDICAL LEAVE TO STUDENTS

1. Ordinarily a student is expected to attend all classes and participate in the teaching - learning process. Research and postgraduate students in the project duration are expected to spend their full time in their assigned laboratories. But human beings do fall ill, and a student should not be academically penalised if he falls ill and is unable to attend classes or to work in his laboratory. Concurrently, a student must not get a degree without sufficient participation in the learning process. The following rules reflect a pragmatic compromise between the two opposing requirements.
2. Every student is given some default discount in attending classes or project work: approximately 15% of classes in a semester and 20 working days of project work per year. This period covers all minor illnesses for which a student is sometimes forced to miss his classes. They also cover post-hospital convalescence periods, if any. When a student loses too much time in sickness and participates too little in the teaching - learning process, he may need to repeat a semester to justify his grades.
3. In addition to the standard discount, UG and PG students attending class or laboratory based courses can be sanctioned leave against medical prescription of “rest from classes” or on ground of hospitalisation (with referral). The total medical leave thus sanctioned shall not exceed 15 working days in a semester. In special cases, involving at least 10 working days of hospitalisation (with referral), Dean (SW) may approve up to five additional working days of medical leave in a semester. Prescription of “rest” must be given by an Institute Medical Officer on the first day of the rest period. Students recommended “rest” by outside specialists or hospitals on referral by the institute need to get it confirmed by an institute medical officer. The institute doctor will consider these outside prescriptions of “rest” on merit. Prescription of “rest” by outside doctors without a referral by Institute Health Centre, shall not qualify for sanction of medical leave either against outdoor treatment or against post-hospitalisation convalescence.
4. Research students and full time project students (M. Tech. 2<sup>nd</sup> year) are permitted 20 working days of absence in a year (2 semesters + summer) that covers minor illness and prescription of rest by institute doctors. They may, however, be granted additional medical leave on ground of hospitalisation on prior referral (only by an institute medical officer excluding convalescence) up to 20 working days per year.
5. “Home stay” on explicit direction of Institute Medical Officer or a hospital referred by him (e. g for chicken pox, viral hepatitis) will be counted as “hospitalisation” for the purpose of medical leave.
6. Under very special circumstances, hospitalisation only (excluding outdoor treatment and convalescence) in a reputed Government or highly reputed private hospital without referral may be accepted for medical leave with approval of director. In such cases, the student must convince the director that he had a valid reason for being present in the place where he fell ill, and that he either had approval of his HOD/faculty advisor or Warden before leaving hostel or continuously kept in touch with them during the illness.
7. In all cases, an application for medical leave must be accompanied by all relevant medical papers – prescriptions, admission and discharge reports, diagnostic reports, medicine purchase slips etc that will convince the institute authorities about the genuineness of the request. Medical certificates issued by treating physicians, which do not constitute a part of the treatment process, will not be considered in decision making.
8. Medical leave applications must be filed within 2 weeks of joining the classes. Delayed applications may be considered on merit with approval of Director only. But in no case, a medical leave application will be considered after the student has registered for the next semester.
9. In all cases of medical leave, the student shall need to make a formal application. However, the institute shall strive to create a process whereby students whose prescription of rest is made on-line by the institute Medical officer can be exempted from making a paper application.

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

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



## APPENDIX – XV

### CENTRAL TIME TABLE

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

#### GENERAL SLOT INFORMATION (T-P Sequence)

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

#### GENERAL SLOT INFORMATION (P-T Sequence)

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

#### SAMPLE NOTATIONS

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

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

TA1 = 1<sup>st</sup> Lecture of A slot for T theory courses

PA = A slot of P Practical courses

#### Course Allocation

- TA, TB / TJ, TK slots are for Core courses.
- TC and TL slots are for Core courses or PEs as per need.
- TD, TF, TM slots are for PEs only.
- TG slot is to be used for 3-credit courses or Tutorials only.
- SA1,SB1,SC1,SM1,SJ1,SK1,and SL1 slots will be used for **tutorials** only (No theory)
- If a department fulfills its tutorial requirements by tutorial slots in point 5, (i.e at least three 4-credit courses), it can offer theory in TG slot.

7. Students may choose any course as OPEN ELECTIVE **IF TIMETABLE AND COURSE TEACHER** permit. In addition, there will be 40 SPECIAL OPEN ELECTIVES which will be offered in TE slot only. TE slot is for SPECIAL Open **Electives (OEs) only**.
8. TG slot can be used for PE if available.
9. M.Tech courses can use all slots except TE and tutorial slots.
10. If a sessional falls in PX or PY slot, then the tutorials may be suitably allocated in the after-noon/morning session respectively.
11. ZA is a THEORY SLOT and ZB1 AND ZC1 are its associated tutorial slots. This slot will be allotted by any department **only if all other options have been found unsuitable for a particular subject.**

**Association of Tutorial slots with Theory slots:**

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





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