

# **PG REGULATIONS MANUAL (Draft)**

**for**

**(MBA/M.Plan./M.Tech./Ph.D.)**

**To be Presented in Senate for Adoption  
On 7<sup>th</sup> Dec. 2011**



**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR  
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# POSTGRADUATE Regulations Manual

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Definitions: Unless the context requires otherwise,

- i. **“Applicant”** shall mean an individual who applies for admission to any Post Graduate (PG) programme of the Institute;
- ii. **“Exchange Student”** shall mean a student who is registered for a Degree in a recognized Institution/University in India or abroad and is officially sponsored by his parent Institution to avail laboratory and other academic facilities or for attending a formal set of courses;
- iii. **“CGPA”** shall mean the cumulative grade point average of a student;
- iv. **“Council”** shall mean the council of the National Institutes of Technologies;
- v. **“Co-ordination Committee”** shall mean the committee of the faculty members involved in a course;
- vi. **“Course”** shall mean a curricular component identified by a designated code number and a title;
- vii. **“Course Coordinator”** shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and the award of grades;
- viii. **“Dean, A”** shall mean the Dean, Academic.
- ix. **“AD (PG)”** shall mean Associate Dean, Postgraduate.
- x. **“SPGB”** shall mean the Senate’s Post Graduate Studies and Research Board of the Institute.
- xi. **“DPGC”** shall mean the Post Graduate and Research Committee of the Department;
- xii. **“Degree”** shall mean the Master's degree viz. M. Tech., M.B.A. and such other degrees of the Institute as may be approved by the Board.
- xiii. **“Educational Institution”** shall mean those institutions which offer Bachelor's and/or higher degrees in Science, Engineering/ Technology;
- xiv. **“Programme advisor”** shall mean a teacher nominated by the Department to advise a student on the courses to be taken by him and other matters related to the academic programme;
- xv. **“Full-time student”** shall mean a student registered for a PG Degree devoting full time for completing the academic requirements;
- xvi. **“GATE”** shall mean Graduate Aptitude Test conducted by the Government of India.
- xvii. **“Grade Moderation Committee”** shall mean the committee appointed by the department to moderate grades awarded by the course coordinators in different courses in a semester at a given level of a curriculum.
- xviii. **“Institute”** shall mean the Malaviya National Institute of Technology, Jaipur;
- xix. **“Minimum Registration Period”** shall mean the minimum period for which a candidate must be registered for the post graduate degree.
- xx. **“Part-time Student”** shall mean a student registered for a PG Degree devoting a part of his time towards the completion of the PG programme and a part of his time towards the discharge of his/her official obligations.
- xxi. **“PG”** shall mean post graduate;
- xxii. **“BPGS&R” or “Board for Post Graduate Studies and Research” or “PG Board”** shall mean the Board for Post Graduate Studies and Research Programmes of the Institute.
- xxiii. **“Scheme of Teaching and Examination”** shall mean the scheme of teaching and examination for a PG programme approved by the Senate;
- xxiv. **“SGPA”** shall mean the semester grade point average;
- xxv. **“SC/ST”** shall mean the scheduled castes and scheduled tribes as notified by the Government of India from time to time;
- xxvi. **“Sponsored Candidate/Student”** shall mean a full-time PG student receiving full financial support from the Sponsoring Organization;
- xxvii. **“Supervisor”** shall mean a member of the academic staff of the Institute and/or from outside the Institute approved by the Department to supervise the student for the designated academic activity.
- xxviii. **“Department”** would mean any academic department or a centre imparting education and/or pursuing research.



## 1. INTRODUCTION

The objectives of the postgraduate Programmes - MBA, M.Sc., M.Plan., M.Tech. and Ph.D. at the Malaviya National Institute of Technology, Jaipur, India (MNIT) are as follows:

- To cultivate high standard of performance in Teaching & Research,
- To develop the scientific, managerial and engineering manpower of the highest quality to cater to the needs of the Industry, R&D organisations and Academia,
- To provide opportunity to students to do Research in cutting Edge areas,
- To be a role model and leader of educational Institutions in the country,
- To provide a broad grasp of the fundamental principles of the sciences and scientific, managerial and technological methods through its curriculum,
- To provide a deep understanding of the areas of specialization,
- To provide an innovative ability to solve new and open problems,
- To provide a capacity to learn continually and interact with multidisciplinary groups,
- To develop the students with a capability for:
  - Free and objective enquiry
  - Courage and integrity
  - Awareness and sensitivity to the needs and aspirations of society.
  - Doing independent research in their chosen areas

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

The procedures and requirements stated in this manual embody the philosophy of the postgraduate Education & Research and ensure the highest standards of performance in Teaching and research at the Institute. Within this general framework, subject to the approval of the *Senate Post-Graduate Board (SPGB)/Senate*, the various departments/centres **may impose such additional requirements** as will serve their particular academic goals. It shall be ensured that all the Rules and Procedures given in this manual are adhered to and implemented without any change and with all fairness. While considering an issue, if the manual does not specifically mention something, the same shall be forwarded by DPGC to SPGB/Senate for its consideration.

### 1.1. Office of the Dean Academics

The office of the Dean Academics (D-Acad), called the Academic Section, is responsible for the implementation of the decisions taken on academic matters by the Senate and the SPGB. Its functions are as follows.

- (i) Receives, processes and maintains all records relating to the undergraduate and post graduate programmes including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees and prizes,
- (ii) Disseminates information pertaining to all academic matters,
- (iii) Issues necessary memoranda/orders,
- (iv) Acts as a channel of communication between the students, instructors, departments/centres/interdisciplinary programmes and SPGB/SUGB with confidentiality.

Academic Section assists the SPGB and its Sub Committees in their functioning.

### 1.2. Postgraduate Programmes

A list of PG programmes as approved by BOG /Senate and being offered by the Institution as of today are given in Annexure 1. The list may be modified and new programmes introduced/deleted from time to time by the Senate.

### 1.3 Category of Post Graduate Students

The PG Programmes are offered to various categories of students, which are:

#### a. Full-time Research Students/ Candidates

##### i) Research Students/Candidates With Assistantship (institute/external)

1. Institute Research Students/ Candidates getting Institutional fellowship, teaching assistantship
2. Candidates getting assistantship/scholarship from other Govt./Semi Govt. agencies. These research scholars receive their fellowship as well as contingency grants, if any, from supporting organizations such as Council for Scientific and Industrial Research (CSIR), University Grants Commission (UGC), AICTE/MHRD-Quality Improvement Programme (QIP), Department of Atomic Energy (DAE), Department of Science and Technology (DST), Department of Biotechnology (DBT), Indian Council of Medical Research (ICMR), DRDO, AICTE and other similar organizations.
3. ICCR Awardees (Foreign Students) are sponsored by their Governments and awarded scholarship by ICCR, Govt. of India. They are required to apply for admission through Indian Embassy in their country.

##### ii) Without any assistantship

1. **Sponsored Students:** These students/candidates are **employees** of a Public Sector Undertaking, a Government Department, a Research & Development organization, or a private industry (approved by SPGB on the recommendation of DPGC), or an Educational Institution, or be a Defence Sponsored Officer.

##### 2. Self-financed (Indian/Foreign)/Study Leave

- a. **Indian:** This category refers to scholars admitted along with the regular research students through the usual admission procedure but they would not get any financial support from the Institute.
- b. **Foreign:** These students are admitted through Embassy of the respective Govt. after getting approval from the Ministry of External affairs and no objection certificate from the Ministry of Human Resources Development, Department of Education, Govt. of India or admitted under an MOU.
- c. **Study leave:** This category refers to persons who are relieved from governmental or educational institutions on study leave/authorised leave for a period of not less than three years for pursuing Ph.D. programme.

#### b. Part time Research Student/ Candidate (Slow pace):

- i) **Institute faculty/staff/Project-Staff:** This category refers to scholars who are permanent/temporary employees of the institute OR who are working on various Projects undertaken by the Institute. They are expected to work for their Ph.D. programme after fulfilling their normal duties. A faculty member who has opted for supervisor(s) outside their department shall have an option to register in either the main supervisor's department or their own department subject to the recommendation of his/her supervisor(s).

##### iii) External Candidates (Sponsored):

- iv) **Scholars from Academic Institutions/Public Sector Undertaking/ Government Department/Research & Development Organization/private industry etc.** This category refers to scholars belonging to Academic Institutions/ Public Sector Undertaking/ Government Department /Research & Development Organization/ private industry etc.

#### c. Off campus

This category refers to scholars, after completion of comprehensive examination- the DPGC may allow the scholar to register for Ph.D. under joint supervision of the

Institute (internal) and parent organization (External) supervisor, where she/he will be doing the research work (at his/her parent organisation). They shall produce sponsorship certificate from the parent organization along with the application for admission.

The Senate Post-Graduate Board (SPGB), established by the Senate, operates through the Departmental Post-Graduate Committees (DPGCs) to administer all aspects of the programmes. The constitution, jurisdiction and functions of the SPGB and the DPGC are given in below.

#### **1.4. Senate Post Graduate Board (SPGB)**

##### **1.4.1. Constitution of SPGB**

The Senate Postgraduate Board (SPGB) shall have the following constitution:

1. Dean Academic
2. Associated Dean (PG)
3. One representative from each of the academic departments/interdisciplinary programmes/Centres who must be the Convener of DPGC
4. Six additional members
  - I. Outgoing Chairperson (if not otherwise a member),
  - II. Senate Under Graduate Board(SUGB) Chairperson,
  - III. Two students, one each from Ph.D. and M.Tech. Programmes and nominated for the purpose among the Class Seniors on the basis of merit. The student members shall be nominated by the Dean Academics.
  - IV. Two Nominees of Chairperson senate.

Chairperson of the SPGB shall be nominated from amongst the members by the Chairperson Senate.

##### **1.4.2. Jurisdiction of SPGB**

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

- (i) *the recommendation of new courses of instruction,*
- (ii) *formal approval of the new course of instruction,*
- (iii) *desirable modification of courses already approved,*
- (iv) *the credit value of courses,*
- (v) *the admission of qualified students to candidacy for degrees,*
- (vi) *the rules governing the form of presentation and disposal of theses,*
- (vii) *the conduct of oral and written examinations,*
- (viii) *periodicevaluation of academic performance of programmes,*
- (ix) *periodic evaluation of Research conducted,*
- (x) *recommendations for granting of degrees and*
- (xi) *in such other related matters as may be referred to it by the Senate.*

##### **1.4.3. Functions of SPGB**

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

Frequency of meeting of SPGB should be minimum four meetings per academic year.

## **1.5. Departmental Postgraduate Committees (DPGC)**

### **1.5.1. Constitution of DPGC**

Each department/Centre/interdisciplinary programme (approved by the Senate) shall have a Departmental Postgraduate Committee (DPGC). DPGC shall have the following constitution:

1. Convener, to be nominated by the Department
2. The Head of the Department,
3. Convenor DUGC and
4. Four to eight faculty members to be chosen from the Department
5. One faculty member from other department/interdisciplinary programme to be nominated by Senate Chairman and
6. Two students, (one from the Ph.D. and other from one of the PG programme). If M.Tech. programme does not exist then both shall be from the Ph.D. programme. The student members shall be nominated for a period of one year by the HoD.

The DPGC Convener shall be nominated by the Head of Department in consultation with the faculty of the department for a term of two years. The duration of the committee shall be two years. The fifty percent of the initial members of the committee shall be replaced after one year.

### **1.5.2. Responsibility of DPGC**

The DPGC is responsible for the following

1. Supervision and conduct of lecture, tutorial and practical classes.
2. Supervision and conduct of class tests, quizzes, practical tests, end semester examination, thesis work, seminar and project presentation and ensuring its quality.
3. Monitoring of quality of instructions to students
4. Appointment of Supervisors of M.Tech and Ph.D. candidates
5. Admission in P.G. programmes at departmental level,
6. Monitoring the quality of Research,
7. Proposing and implementing new courses and program as approved by BOG /Senate
8. Attending to the problems of students and advising, counselling them in academic matters and
9. Any other work assigned to it by SPGB /Senate.

The DPGC is expected to have its meeting regularly and to keep record of its decisions. Frequency of meeting of DPGC shall meet at least 6 times in an academic year.

## **2. ADMISSIONS**

### **2.1. Academic Session**

The academic session of the PG Programmes is divided into two semesters (odd and even). The odd semester will normally commence around July every year, and the even semester around December every year. Departments/centres may choose to admit students in both the semesters for which the reasons should be communicated to the Senate.

### **2.2. Admission Calendar**

1. The admissions to the M.Tech. and Ph.D. programmes may be made in either or both of the two regular semesters. The Head of the Department in consultation with DPGC concerned may take the decision in this regard.

2. Admissions to the M.Tech. and Ph.D. programmes are normally made in May/June for the first semester and in November/December for the second semester. The Dean Academic (DA) shall notify the academic calendar for each semester after due approval of senate.

### **2.3 Eligibility for Admission**

1. The eligibility conditions given below are the absolute minimum. Departments/centres may prescribe any requirements over and above these, subject to the approval of the SPGB.
2. The "specified minimum" CGPA/marks implies a minimum of 6.5 on the 10 point scale (60% marks) for M.Tech. and Ph.D.
3. Reservation policy as prescribed by Government of India / MHRD from time to time shall be applicable.

#### **2.3.1 M.Tech. (Full Time)**

The applicant must have a Bachelor's degree in Engineering/AMIE in appropriate discipline or a Master's degree in appropriate discipline with specified minimum CGPA/marks, as discussed above.

#### **2.3.2. M.Tech. (Slow Pace)**

In case of Slow Pace M.Tech. Programme

- i. The applicant must have a Bachelor's degree in Engineering/AMIE in appropriate discipline or a Master's degree in appropriate discipline with specified minimum CGPA/marks, as discussed above.
- ii. At least one year regular service in the institute for working employees of MNITJ.
- iii. Candidate working under various sponsored projects in MNITJ.
- iv. Employees working in any Govt. organization/ Recognised private institutions/ Projects funded by various agencies.

Clause (i) and (ii) is applicable to working regular employees of MNITJ. Clause (i) and (iii) is for employees working under various sponsored projects in MNITJ. Clause (i) and (iv) will be applicable for those employees working in any Govt. organization/ Recognised private institutions/ Projects funded by various agencies.

The department shall be responsible for deciding the equivalency and relevancy of discipline for a candidate seeking admission in a particular M.Tech. Programme.

#### **2.2.3. Ph.D.**

##### **2.3.3.1. Engineering Discipline**

The applicant must have a Master's degree in Engineering/Technology with CGPA/marks not below 6.5 on a ten point scale or 60%. In exceptional cases brilliant candidates with CGPA of more than 9 (85% marks) in Bachelors degree in Engineering may be recommended by DPGC to SPGB for admission in Ph.D. program. Such candidate should have sufficient experience and publications may also be considered.

##### **2.3.3.2. Ph.D. in Humanities & Social Sciences**

The applicant must have the master degree with CGPA/marks not below 6.5 on a ten point scale or 60%.

##### **2.3.3.3. Ph.D. in Management**

The applicant must have the MBA with engineering background/M.Tech. with CGPA/marks not below 6.5 on a ten point scale or 60% marks.

##### **2.3.3.4. Ph.D. in Applied Sciences (Physics/Chemistry/Mathematics)**

The applicant must have a Master's Degree in the relevant Science subject with CGPA/marks not below 6.5 on a ten point scale or 60%.

### **2.4 Admission Procedure**

For M.Tech./M.B.A., in case of centralized admission, candidate must follow the procedure given by Centralized Counselling for M. Tech. (CCMT). M.Tech./Ph.D. admission of QIP Poly candidates should

be as per the procedure laid down by organization conducting such admissions. For M.Tech. (part time), M.Sc. and Ph.D., the applicants shall apply for admission on the prescribed forms available on the website of the institute. The duly completed application must be sent directly to the Head of the concerned department/ Programme.

1. All admissions shall be made only after approval of the Chairperson, Senate on the recommendations of the duly constituted Departmental Selection Committees (DSC) and ChairpersonSPGB. The DSC shall consist of at least four faculty members, at least one of whom shall be from another department/interdispline programme. The constitution of the selection committee will be proposed by the DPGC and approved by Chairperson, SPGB.
2. Departments/centres shall constitute Selection Committees for one year starting from first of September every year for selection of the candidates, belonging to different categories, viz., Sponsored, Regular, QIP, etc.
3. Admission to the M.Tech. Programme may be made directly based on the GATE scores of the candidates and performance in the qualifying examination, and in addition, the candidates may also be called for written tests and/or interviews if the department so desires. The selection criteria shall be communicated to SPGB depending upon the response of the candidates. In case of CCMT common to NITs, this selection procedure will be as per CCMT procedure.
4. Admission to the Ph.D. / Part timeM.Tech. Programmes will be based on written test and/or interview/presentation of the candidates short listed by the DSC.
5. The admission of Scheduled Castes/Scheduled Tribes candidates will be decided without comparing them with the general category candidates.
6. The selected candidate, who has completed all the examinations including project/thesis examination and the viva voce before the date of registration but is unable to produce the certificate in proof of having passed and secured the minimum specified qualifying marks, may be considered for provisional admission. However, if admitted provisionally, they will be required to produce the evidence of their having passed the qualifying degree examination by the last dateof registration, failing which the admission may be cancelled.
7. The provisions in para 6 above shall not be applicable in the case of M.Tech. student of this institute, who has been provisionally selected for admission to a Ph.D. programme. Such students will be admitted to the Ph.D. programme subject to the condition that they must have successfully completed all the prescribed requirements including acceptance of their Thesis/Project in a particular semester by the last registration date as specified in the academic calendar.
8. On approval by the Chairperson, Senate, the Head of the Department will issue the admission letters to the candidates, who may accept the offer of admission by depositing the prescribed fee before the specified date.
9. In case a candidate does not accept the offer by paying the prescribed fee by the specified date, the offer of admission may stand withdrawn, and the admission may be offered to the candidates in the waiting list, if any, in order of merit.
10. The offer of admission may also stand withdrawn if the candidate who has accepted the offer fails to register by the date for last registration.
11. Admission in an M.Tech. Programme shall be made only if there are at least 4(Four) candidates.In case of slow pace M.Tech. Programme, the total number of candidates shall not be more than 2 (Two) in a programme. There shall not be any separate classes for slow paced M.Tech. then their classes shall take place along with the regular M.Tech. courses.

#### **2.4.1 Ph.D. Advertisement Procedure**

Prior to putting an advertisement for admitting Ph.D. students, each department should compile information regarding available slots of each supervisor, his/her respective areas of work etc. The short-listing of applications for the purpose of admission will be done by the DPGC of the

concerned department. If considered necessary, the DPGC of the concerned department may set the short listing criteria higher than the minimum eligibility defined at under section 2.3.3 and take prior approval of chairperson, SPGB before admission/selection process is initiated. Thereafter, the candidate will be interviewed and assessed for admission by each of the department. After selection, department should also immediately allot the slot against which the candidate has been selected, thereby also selecting the supervisor(s) for the candidate.

## **2.5 Admission of candidates Under Quality Improvement Programme (QIP: Colleges and QIP: Poly.).**

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

## **2.6 Admission of Indian Nationals Residing Abroad (INRA), DASA and Foreign Nationals**

1. INRA candidates must have been residing abroad continuously for at least two years at the time of applying for admission. Their applications may be processed by the DSC as and when they are received or according to any schedule convenient to the department. The applications should be scrutinized to make sure that, both in terms of qualifications and attainment; they are comparable with the candidates admitted in the general category.
2. The applications of foreign nationals, who are sponsored by the Indian Council of Cultural Relations (ICCR)/MHRD will be scrutinized by the department concerned to assess their suitability for admission to the programme. The Department's Selection Committee recommendation shall be sent to the Chairperson, Senate through the Chairperson, SPGB.
3. The applications of non-sponsored foreign national candidates will also be considered for admission to the postgraduate programmes. Such candidates who are in India and are seeking admission to the M.Tech. Programme must satisfy the same GATE requirements (if eligible to take it) as the candidates in the general category. However, application of a candidate who is in India and has not been able to take GATE for valid reason will be considered by the DSC concerned on its merit.

## **2.7 Admission of Sponsored Candidates**

1. A candidate who is sponsored by his/her employer and who meets the additional conditions specified below may be admitted through the Dept. Selection Committee appointed as per clause 2.4 subclause 2.
2. A sponsored candidate must have been in service of the sponsoring organization for at least two years at the time of admission. The sponsoring organization must specifically undertake to relieve him/her to pursue the programme for its full duration. The sponsored candidates are required to submit No Objection Certificate (NOC) from their employer/organization stating that:
  - i. His/Her official duties permit him/her to devote sufficient time for M.Tech./Research.
  - ii. She/he will have to reside in the institute for a period of not less than one year during his/her registration for the degree. However, this condition can be relaxed for a candidate working in or around Jaipur (within a radius of 50 KM).
    1. M.Tech. 1 year
    2. Ph.D. candidacy requirement

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

1. A candidate working in an R&D establishment or in other institution / organisation, which is equipped with the necessary infrastructure for carrying out research and library facilities, may be considered by Senate, for admission only to the Ph.D. programmes in Engineering, Management, and Applied Sciences. Such a candidate must be sponsored by his/her employer and must have been in employment with the sponsoring organization for at least 2 years at the time of admission.

**The employer must expressly undertake to relieve him/her to stay on the campus to enable the candidate to complete the “Course work”, “Comprehensive” and “State of Art” seminar and at the end of every semester for the semester evaluation.**

2. A candidate applying for admission to the off campus registration programme must provide detailed information about the research facilities available at his/her organization and a certificate that these would be available to him/her for carrying out research. She/he should also provide the bio-data of the prospective supervisor/coordinator who would supervise/coordinate the candidate's work at his/her organization if required.
3. On the recommendation of the DPGC, and SPGB, the Chairperson Senate may approve the admission.
4. **However SPGB on the recommendation of DPGC may waive off minimum residence requirement to stay on campus in lieu of his earlier research work.**

### **2.9. Admission of Non-Degree Students**

1. A non-degree student is a student who is registered for a degree in any other recognized institute or university in India or abroad, and who is officially sponsored by that institute or university to complete part of his/her academic requirements at MNIT. For that purpose the non-degree student may carry out Research/Course work/and use other academic facilities as agreed upon in MoU with those Institutes/Organizations.
2. The strength of non-degree students in any programme should not be more than 5% of the programme strength.
3. Students so admitted will be governed by all rules, regulations and discipline of the Institute.

## **3. FINANCIAL ASSISTANCE**

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

### **2.4.1. Contingency and Travel Grant**

All contingency grant or travel grant for M.Tech. or Ph.D. students shall be governed by MHRD provisions for such grants. Presently, contingency grant is not tenable to either M.Tech. or Ph.D. All

such bills verified by the supervisor and shall be submitted to Deputy Registrar accounts for final settlement of bills.

#### **4.REGISTRATION**

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

- i. submitting a duly approved course programme to be followed in the semester in the prescribed registration card. This may also include an online procedure applicable from time to time.
  - ii. payment of fees for that semester and clearance of any outstanding dues of the previous semester.
  - iii. Signing on the registration register in person.
1. All students who are not on authorized leave must continue to register in the following semester till they submit their thesis.
  2. Ph.D. student, who has submitted his thesis and is waiting for the defence of the thesis, will register for zero units. He may, however, apply for leave from the Institute with permission to defend thesis while on leave.
  3. In very special cases, a student who has completed all the experimental work and analysis related to the thesis and has completed his Open Seminar successfully and has got a job or has joined back his organization and is on authorized leave, the SPGB on the specific recommendations of the DPGC may allow submission of thesis.
  4. On the recommendation of the DPGC and the approval of the SPGB, the employee of MNIT and/or QIP student registered for the Ph.D. programme who has completed the thesis unit requirements and the prescribed residence requirement, may not register in the following semester, provided they have completed experimental work related to their thesis and Open Seminar successfully. However, they will be required to submit their thesis within six months of such authorised leave (specified in section 7.1).
  5. If maternity leave (granted before the date of registration) extends beyond the date of late registration and expires before the end of seven weeks from the specified date of registration in a given semester the student will be allowed to register only for thesis units. The number of units that a student will be allowed to register will be worked out on a pro-rata basis by DPGC.
  6. The student in the off campus registration programme can register during the period starting one week prior to the end of the previous semester till the late registration date provided she/he has been awarded grades for the previous semester.

##### **4.1. Late Registration**

If for any compelling reason like illness, a student is unable to register on the day of registration, she/he will be allowed to register till the last date of registration specified in the academic calendar (which is about one week from the date of registration). Any student registering late will be required to pay a late fee as decided by the Senate from time to time. In no case student will be permitted to register after last date of registration.

##### **4.2. Academic Advisory Committee**

- i. A student will be advised in the selection of courses by the DPGC of the concerned department. A student registering for thesis units must have a thesis supervisor assigned to him/her.
- ii. A student has to repeat the course in which she/he obtains E/F grade (Fail Grade). The candidate shall be permitted to repeat or substitute courses in which she/he has obtained D grades provided his CGPA is below the minimum requirement. Permission to repeat/substitute a course will be governed by the guidelines as laid down in section 7.5.3. The request for repeat or substitution of a course must be given in writing duly endorsed by the DPGC to the Dean (D-Acad) at the time of registration.

### **4.3 Semester Load Requirements**

1. A semester load usually is defined as equivalent to 20 credits. A typical structure in M.Tech. as is followed is given in Table 1. Thus, a student who has registered for a full semester load solely by course work is expected to register for at least 5 courses.
2. A student in the off campus registration programme when registering for thesis work to be carried out at his/her organization, can register for a maximum of 20 units or a minimum of 08 units during the regular semester.
3. A Student shall also deliver seminar at the end of each semester for showing the progress made during that semester on his thesis work. Dean Academics shall announce dates for presentation right at the time of registration as part of the academic calendar.

### **4.4. Adding/Dropping of Courses and Withdrawing from Courses**

Adding and dropping of courses after registration is permitted only if the student's request is endorsed by the instructor of the course with justification that she/he is adding or dropping a course and is also endorsed by the Convener DPGC. The last dates of applying for adding and dropping of courses will be the last date of registration as specified in the academic calendar.

1. A student shall be required to drop a course at any stage, if it is determined that she/he does not fulfil the prerequisites for the course, or any rule in this manual which forbids him/her to take the course(s) that she/he has registered for.
2. The DPGC in consultation with the instructor and with the approval of the SPGB may allow a student at his/her request to withdraw from one or more courses during the semester, if she/he has been sick for considerable time and has submitted a certificate to the satisfaction of the DPGC, but the reduced load shall not be less than the minimum semester load of 8 units as specified in section 4.3.

### **4.5. Change of Registration from Off Campus/Part Time to Full-Time Programme**

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

### **4.6. Change of Registration from Full-Time to Off Campus/Part Time Ph.D. Programme**

1. A student admitted to a fulltime Ph.D. programme may be permitted to change to an off campus/Part time Ph.D. programme by SPGB. A student requesting such a conversion must:
  - i. Have completed the comprehensive examination successfully, given the "State of Art" seminar which is adjudged as satisfactory, and completed the residence requirements,
  - ii. Such a request should be endorsed by the supervisor(s) and the DPGC,
  - iii. Produce a "No Objection" Certificate from the Head of the institution/organisation, which she/he proposes to join or the organisation which has sponsored him/her.
2. Such conversion, if approved by the SPGB, will be subject to the following conditions:
  - i. The student must complete his/her thesis within 5 years counted from the date of his/her first registration in the programme, extendable up to 7 years ,
  - ii. Provision of conversion from fulltime to off campus/part time status can be availed only once by the student during his/her programme, and
  - iii. The status of the student will be reviewed by the supervisor and the DPGC at least once every semester after the conversion, and his/her continuation on off campus/part time status will continue subject to his/her making satisfactory progress every semester towards completing the Ph.D. Thesis.

## **5.LEAVE RULES**

Students may be granted leave on submission of application to the Head of the Department concerned through the DPGC. Applications must be submitted well in advance of the date of commencement of

the leave requested. Leave for a period longer than specified in sections 5.1, 5.2 and 5.3 sanctioned by SPGB on the recommendation of DPGC will entail loss of financial assistantship for the extended period.

#### **5.1. Vacation and Casual Leave**

- i. A postgraduate student may be allowed vacation leave during any period of the Institute's vacation. Such leave could be up to a maximum of 15 days in Summer vacation and seven days in winter (Maximum of 22 days in an academic calendar). Leave not availed in one academic year may be carried over to the next academic year up to a maximum of 15 days.
- ii. In addition, a student may be allowed casual leave for up to 4 days per semester. The casual leave cannot be combined with any other kind of leave, and will not be carried over.
- iii. There will be no loss of financial assistantship for students going on prior sanctioned vacation or casual leave.
- iv. The students going for prescribed and approved training will not be covered under this clause.

#### **5.2. Medical Leave**

Leave on medical ground, duly supported by a medical certificate from Institute Health Centre/ Chief Medical Officer of the Govt. Hospital, may be granted to a student for up to eight days per semester. However, at a stretch, the medical leave shall not exceed 15 days. Such leave shall not entail any loss of financial assistantship. In case the students requires more leave as advised by the medical officer his registration shall stand automatically withdrawn for that semester.

#### **5.3. Maternity Leave**

A female student may be granted maternity leave for a maximum of 3 months. Leave up to 6 weeks can also be granted for miscarriage including medical termination of pregnancy, if supported by a proper medical certificate. Such leave can be combined with any other leave due and will not entail any loss of financial assistantship. However academic requirements as laid down in the other clauses of this manual shall be applicable. Maternity leave shall be granted only once in a programme. (Apply Gol maternity leave)

#### **5.4. Semester Leave**

Semester leave for up to a maximum of two semesters for M. Tech., three semester for Ph.D. students may be sanctioned for valid reasons by SPGB. Except for medical reasons, such leave would not normally be sanctioned before a student has completed his/her residence requirements and in no case before the student has spent two semesters in the programme. However, on medical considerations such leave may be sanctioned after his/her stay of one semester. Leave for more than one semester at a time will not be granted. The request for semester withdrawal only on medical ground, if granted prior to the date of registration of that semester. The fee in such cases may be waived off by the Chairman SPGB.

#### **5.5. Medical Certificate**

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

#### **5.6 Absence without Authorized Leave**

Absence without authorized leave for more than three weeks will entail loss of financial assistantship for the period of absence, and may result in the termination of the student's programme on the recommendation of the DPGC and approval of SPGB.

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

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

- (i) An M.Tech. or a Ph.D. student who satisfies the minimum conditions laid down in parabelow may proceed to another academic institution in India or abroad with prior permission of the SPGB on the recommendation of the DPGC.
- (ii) Only those postgraduate students who have spent at least two semesters and have a CGPA of at least 8.0 are eligible to proceed as non-degree students elsewhere.
- (iii) For permission to spend time as a non-degree student elsewhere, an eligible student shall make a request to the SPGB through the DPGC and the thesis supervisor, duly supported by a statement of purpose to undertake the proposed work and sufficient information about the department/institution for the purposes.
- (iv) The DPGC will consider the student's application and will determine if the proposed programme of work is of such a nature that waiver for at least 8 units per regular semester is possible. The SPGB may approve the application on the recommendation of the DPGC. In all such cases, the student will be informed about the requirements she/he must fulfil to apply for academic credit on his/her return.
- (v) Permission to proceed to an institution as a non-degree student does not imply that the student will automatically get any waiver from the academic requirements of MNIT.
- (vi) The student after completion of the work, will apply for waiver from requirements of his/her programme at MNIT supported by an official transcript of the grades obtained and whatever material the DPGC may require for the purpose given in para (vii) below.
- (vii) The concerned DPGC will evaluate the work done by the student and will make recommendations to the SPGB after determining by whatever means it deems fit, the equivalent MNITJ courses/requirements for which the student may be given a waiver.
- (viii) On the recommendation of the DPGC, the SPGB may allow the waiver for a maximum of 10 credits. Against each requirement for which a waiver is granted, a W would appear on the transcript with an explanatory note that W stands for waiver for work done at the Institution concerned. All such requirements will be deemed to carry zero weight for SGPA/CGPA calculations.
- (ix) (x) The minimum residence requirement for the students who avails this provision will remain unchanged for Ph.D. students but may be reduced by one semester for M. Tech students, provided they spend at least one semester of 15 weeks duration or two quarters of at least 11 weeks duration each as non-degree students elsewhere with prior permission.
- (x) (xi) Those students who are selected by the Institute using a Senate prescribed procedure to proceed on any institutional exchange programme will also have to go through the procedure and rules for the transfer of credits as outlined in paras (vi), (vii), (viii) and (ix) above.

## 7.ACADEMIC REQUIREMENTS

### 7.1. Minimum Residence, Maximum Duration and Academic Requirements

Table-1 lists the minimum residence and maximum duration allowed in the programme, and units requirement for graduation in the various programmes:

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

Table-1

Programme	Minm. Total credits	Minm. Credits through course work	Minm. Credits through Research /Project	Minimum Residence Period Full Time/ Off Campus (Part Time) (in Years)	Maximum Duration Full/Off Campus /(Part time) (in Years)	Remarks
M.Tech.	66	34	32	2 years (Three Years) 2, 1, 2	Three & / (Four Years) 3, 3, 4	
M.Tech. (Slow Pace)	66	34	32	(3 years)	(Four Years)	
Ph.D. with M.Tech./MBA with B.Tech.	70	6	64	2 years	Five Years*,	
Ph.D. with B.Tech. /MCA	114	18	96	Three Years (6 semesters)	Five years (Six Years)	
Ph.D. (Science/ Hum. & Social Sc. (with MA/ M.Phil/ M.Com.)	114	18	96	Three Years	Five years (Six Years)	

- \* May be extended by senate up to seven year on semester to semester basis on the recommendation of SPGB
- May include credit from one undergraduate course (permitted by the DPGC).
- May register for undergraduate courses as a special case; these courses will be deemed to have zero units.
- Students in the Off Campus Registration Programme will be required to stay on the campus as long as required to complete course work, comprehensive examination and to give a written proposal (prepared in consultation with his/her supervisor(s)) outlining the work proposed to be done for his/her thesis and completed satisfactorily the State of Art Seminar.
- For Slow Pace/Part Time M.Tech., the course work shall be for 2 years. The candidate will be desired to take minimum of 3 courses per semester. These courses shall be taken along with the regular M.Tech. Classes.

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

## 7.2 Extension of Programme

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

## 7.3 Audit Courses

The students are permitted to audit courses. However for auditing a course prior consent of the instructor should be sought. These courses shall not be counted for calculation of SPGA/CGPA and shall not be shown in the Grade card.

## 7.4 Residence Outside MNIT

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

**7.5 Provision for completion of M.Tech. Dissertation work on Part-time/Off campus basis:** - Dissertation work as part time/off campus student may be allowed by SPGB on the recommendation of DPGC, if other academic requirements in M.Tech. 1st & 2<sup>nd</sup> Semester have been completed by the concerned student. SPGB may approve it with or without any financial support/scholarship.

## 7.6. Grades, Semester and Cumulative Performance Index

- 1.(a) A student is awarded a letter grade in each course she/he is registered for, indicating his/her overall performance in that course. These grades and corresponding grade points (on a 10-point scale) is given below.

Academic Performance	Grades	Grade Points	Remarks
Outstanding	A	10	
Excellent	AB	9	
Very Good	B	8	
Good	BC	7	
Average	C	6	
Below Average	CD	5	
Marginal	D	4	
Very poor ("Fail")	E	2	
Absent/("Fail")	F	0	
Incomplete	I	-	
Withdrawal	W	-	
Dissertation/Project	S/ X	-	S- Satisfactory, X- Unsatisfactory

## 7.7. Guidelines for the Award of Grades

**"A teacher is the best judge in awarding the grades". However, she/he has to be impartial, logical and maintain complete transparency while awarding grades.** The institute will normally follow relative grading system.

The following are the general guidelines for the award of grades:

- i. All evaluations of different components of a course announced in the course plan shall be done in marks for each student.
- ii. The marks of various components shall be added to get total marks secured on a 100-point scale for theory courses and laboratory courses.
- iii. For any course, the statistical method (Table 2) shall be used for the award of grades with or without marginal adjustment for natural cut off.
- iv. The teacher will ensure coverage of all the contents of a course taught during the semester. The end semester examination question paper shall cover all the sections of the syllabus. The instructor should prepare the course file and should submit the complete course file to the Head of the Department having following documents.
  - Course Objectives
  - Lecture wise breakup of syllabus covered during semester (course plan)
  - Attendance record
  - Tutorial sheets/Assignment sheets (with model answer-sheet)
  - Question papers of periodical/minor exams/projects
  - Quizzes
  - Question paper of end semester examination
  - Complete details of marks with final grades
- v. The grades so awarded shall be moderated by a Grade Moderation Committee (GMC) constituted by DPGC of the Department, if required. This committee will finalize the grades and the concerned teacher shall submit the final grades on-line as well as forward an authenticated copy of these grades to the head of the department for onward transmission to Dean (Academic) office. The GMC shall consist of:
  - Head of the Department
  - Convenor, DPGC
  - Two members from DPGC

- Course Coordinator
- vi. In case a student repeats a particular course during summer term or along with his/her juniors, she/he shall be awarded one grade lower than that obtained and a maximum of B grade as per his/her performance and with respect to his/her earlier class.

### 7.7.1 Statistical Method for the Award of Grades

The statistical method shall invariably be used with marginal adjustment for the natural cut off. The mean and the standard deviation ( $\sigma$ ) of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per Table 2 given below.

**Table 2: Statistical Method for Grading**

Lower Range of Marks	Grade Awarded, if $x_i$ falls in range	Upper Range of Marks
	A	$\geq \text{Mean} + 1.5 \sigma$
$\text{Mean} + 1.0 \sigma \leq$	AB	$< \text{Mean} + 1.5 \sigma$
$\text{Mean} + 0.5 \sigma \leq$	B	$< \text{Mean} + 1.0 \sigma$
$\text{Mean} \leq$	BC	$< \text{Mean} + 0.5 \sigma$
$\text{Mean} - 0.5 \sigma \leq$	C	$< \text{Mean}$
$\text{Mean} - 1.0 \sigma \leq$	CD	$< \text{Mean} - 0.5 \sigma$
$\text{Mean} - 1.5 \sigma \leq$	D	$< \text{Mean} - 1.0 \sigma$
	E	$< \text{Mean} - 1.5 \sigma$

Here  $\sigma$  = Standard deviation,

where  $x_i$  = marks of  $i$ th student,

Mean = arithmetic mean value and  $n$  = the number of students

2. A student may be awarded the grade 'I' (Incomplete) in a course if she/he has missed the end semester examination, for a genuine reason which are in the knowledge of DPGC and the supervisor, but has done satisfactorily in all other parts. An 'I' grade is not awarded simply because a student has failed to appear in examination(s). An 'I' grade must, however, be converted by the Course Coordinator into an appropriate letter grade within ten days from the completion of end semester examinations and communicated to the Dean Academics office by the last date specified in the academic calendar. Any 'I' grade still outstanding two days after the last scheduled date, shall be automatically converted into F grade.
3. A student getting E, F grade (fail grade) in a course must either repeat it or substitute it by another course as suggested by DPGC during subsequent semester or during summer term (if faculty is available for the same), as per the academic calendar. Substitution is allowed for the Elective courses only. A student will have to register within the time stipulated in the academic calendar by paying prescribed fees as approved by Senate from time to time. The number of contact hours in any summer term course will usually be the same as in the regular semester course which is approximately 40 for 3 credit course. The assessment procedure in a summer course will also be same as that for a regular semester course. The effective duration of summer term course shall be 8+1 weeks (classes+examinations). Withdrawal from a summer

course is not permitted. Further in the summer term, the course will be assigned to a faculty member by the Head of the concerned department.

4. A student getting a D grade in a course may be allowed to repeat it or substitute it by another course during summer term, provided:
  - i) his/her SGPA/CGPA is less than the prescribed minimum and the student is allowed to continue in the programme (as per provisions of section 7.7).  
In case a course is repeated or substituted only new grades will be accounted for calculation of SGPA/CGPA. All the courses attended by the student shall appear on the transcripts.
5. Seminars/projects/dissertation/audit courses will be graded as satisfactory (S) or unsatisfactory (X) and will carry zero units for credit.
6. The grade S or X will be awarded for M. Tech. thesis units as follows:  
At the end of the semester, the project/thesis supervisor(s) will assess the student's progress towards the project/thesis work during the semester and will award the grade S for each set of 4 units if the work is *satisfactory* and X for every *unsatisfactory* 4 units. Thus a student registered for 16 units can get one of the following five combinations SSSS, SSSX, SSXX, SXXX, XXXX.
7. If a student is on leave for a part of the semester or submits his/her thesis in the middle of a semester, the SPGB may reduce his/her thesis/ project credits appropriately.

### 7.8. Computation of the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

The SGPA is an indicator of the overall academic performance of a student in all the courses she/he has registered during a given semester. In the above computation, courses with S and X grades are ignored. Similarly, the CGPA indicates the overall academic performance of a student in all the courses registered & successfully earned credits up to and including the latest completed semester/summer term. It is computed in the same manner as the SGPA, considering all the courses (say,  $n$ ), and is given as follows.

*Calculation of Semester Grade Point Average (SGPA)*

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

Where,

- $C_i$  Number of credits earned in the  $i^{\text{th}}$  course of Semester for which SGPA is to be calculated.
- $G_i$  Grade point earned in  $i^{\text{th}}$  course.
- $i$  1, ... n represent the number of courses in which a student is registered in the concerned semester.

*Calculation of Cumulative Grade Point Average (CGPA)*

$$CGPA = \frac{\sum_{j=1}^m C_j G_j}{\sum_{j=1}^m C_j}$$

Where,

- $C_j$  Number of credits earned in the  $j^{\text{th}}$  course of Semester for which SGPA is to be calculated.
- $G_j$  Grade point earned in  $j^{\text{th}}$  course;

J 1,...n represent the number of courses in which a student was registered & has successfully earned credits upto the semester which CGPA is to be calculated.

## **8. Ph.D. COURSE WORK**

- a) A Ph.D. Candidate will have to take at least two courses of 3 or more credits each as per recommendations by the supervisor/DPGC. In addition a candidate will be required to take audit course(s) of 'Research Methodology and Design of Experiments' if not already studied at M. Tech level.
- b) A Candidate shall be required to attend 75% of the lectures and tutorials for clearing an audit course.
- c) The faculty members who have taught at least two Post Graduate courses during last three years in the area in which they want to work may be exempted from compulsory courses of the department by SPGB on the recommendations of DPGC. However, they may be required to take the course on 'Research Methodology and Design of Experiments' as a credit course in addition to other audit courses (any number) as recommended by their thesis supervisors.

### **8.1. Departmental Research Evaluation Committee (DREC) and its composition.**

1. The progress of the research work will be continuously monitored through end-of-the-semester presentations made by the student before the Departmental Research Evaluation Committee (DREC) constituted by DPGC of the concerned department for each major area of specialization. The respective supervisor will act as convener of DREC. The DREC on acceptable presentation, certify the fulfilment of the requirements mentioned in para 2 above. The progress report of the student shall be sent by the DPGC convener to the Dean (D-Acad), who if required will make recommendation to the Chairperson, Senate for continuation of the candidate in the Ph.D. programme.
2. The constitution of DREC will be as follows:
  - i. Supervisor, Convener
  - ii. Three Experts from within the department related to major area of specialisation
  - iii. If required, one expert from outside the department or outside Institute

### **8.2. Academic Performance Requirement**

1. The minimum CGPA requirement for continuing and getting assistantship in M.Tech. programme is 6.0
2. In the first semester in which the student registers, the minimum CGPA (SGPA) may be relaxed giving reasons to 5.5 by the SPGB on case to case basis.
3. If a M.Tech. student secures a CGPA between 5.5 and 6.0 she/he may be allowed to continue in the next semester on the recommendation of the DPGC and with the approval of the SPGB. However these students shall complete all the other requirements at the time of passing out.
4. A student shall not be allowed to continue in the M.Tech. programme if
  - i. his/her CGPA is below 5.5
  - ii. his/her CGPA is below 6.0 in two consecutive semesters (however, SPGB may consider continuation as per provisions of para 3).
  - iii. she/he obtains two Fs in two courses in a semester.
  - iv. she/he accumulates six or more Xs towards thesis grades.
5. A student will normally not be allowed to continue in the Ph.D. programme if
  - i. She/he has CGPA of at least 6.0
  - ii. She/he accumulates eight or more Xs towards thesis grades.
  - iii. She/he accumulates six or more Xs towards thesis grades in two consecutive semesters.
  - iv. She/he secures Xs in all the thesis units registered for in two consecutive semesters.
6. HOD will issue a warning to an M.Tech. / Ph.D. student when she/he accumulates two or more Xs with intimation to Academic Office.

7. The DPGC will keep a watch on the progress of every student and whenever a student fails to meet the requirements, will intimate to the SPGB. If a student's programme is terminated, the Head of the Department will issue the letter of termination under intimation to his/her parents.

### **9. COMPREHENSIVE EXAMINATION OF Ph.D. STUDENTS**

1. Students registered in the Ph.D. programme must pass a comprehensive examination designed to test the overall comprehension of the student in the various subjects. A student can appear in the comprehensive examination only after she/he has completed the course requirements and satisfied the minimum specified CGPA requirement.
2. Students admitted with M.Tech. or equivalent degrees may appear in the comprehensive examination earliest at the end of the first semester, but must pass it before the end of the third semester after their first registration. Students admitted with B.Tech., M.Sc., M.A. or M.Phil. degrees or part-time students with M.Tech. or equivalent degrees may appear in the comprehensive examination earliest at the end of the second semester, but must pass it before the end of the fifth semester after their first registration. The above time limits are exclusive of the period of authorized leave, if any. If the student does not appear in the comprehensive examination before the end of stipulated period, then the programme shall be automatically terminated. In case a student wants to appear after the stipulated time, she/he must seek special permission from Chairperson, Senate for the conduct of such examination. The examination will be in written form.
3. The DREC will act as comprehensive examination Board. The thesis supervisor of the student will be the Convener of the board.
4. A student will be considered to have passed the comprehensive examination if all except at the most one member of the board are satisfied with student's performance in the examination. The report of the comprehensive examination must be sent to the Dean Academic within 2 weeks of the date of examination, otherwise it will be presumed that student has not passed.
5. When a student has not passed the comprehensive examination in his/her first attempt, a second comprehensive examination will be conducted by the same board that was constituted earlier unless the faculty member of the board has left/ the institute or has deceased. A student will not be allowed to appear in the comprehensive examination more than twice. In case the candidate fails to clear comprehensive in two attempts, she/he shall be deemed to be terminated from the programme. The HOD shall issue the letter in this regard. All such cases shall be brought to the notice of the Senate.
6. After having passed the comprehensive examination the candidate will be required to submit the synopsis of research work along with the methodology to be adopted in the research plan within one month from passing of the comprehensive examination.

### **10. CANDIDACY FOR THE Ph.D. DEGREE**

A student is awarded the Ph.D. Candidacy on completion of the following requirements:

2. Completed course work satisfactorily
3. A student must have passed the Ph.D. Comprehensive Qualifying Examination.
4. A student must present a State-of-Art seminar to delineate the current state of knowledge about the specific problem related to which she/he wants to pursue research. This should present the literature survey of the specific problem. The seminar should also present the research proposal that will include the methodology that he intends to use to conduct the research and the goals he intends to achieve. This will be an open seminar. Only such students who are admitted to the candidacy will be allowed to submit Ph.D. thesis in accordance with the guidelines laid down in section 12.4.2.

## 11.State of Art Seminar

Every Ph.D. student is required to give a general seminar in the Department covering the State of Art of the area of research. This seminar must be given in front of DREC within three months from the successful completion of comprehensive written examination. This should include research plan for pursuing his research proposal in written form and it should include the methodology that he intends to use to conduct the research and the goals he intends to achieve and send the same within one month to the Dean Academics through convener DPGC. The satisfactory completion of this requirement is to be communicated to Dean, Academics by the thesis supervisor through the Convener, DPGC..

## 12.THESIS AND THESIS EXAMINATION

### 12.1Appointment of Thesis Supervisors of M. Tech. and Ph.D. Students

1. A student shall not normally have more than two supervisors at any given time.
2. M.Tech. Thesis supervisor(s) of a student will normally be appointed from amongst the faculty members at MNIT using modalities decided by the departments/centres.
3. A student can have a joint-supervisor from outside the institute on the recommendation of the DPGC and with approval of the Dean, Academics.
4. The appointment or change of supervisor(s) will be communicated to the Dean, Academic by the DPGC.
5. In case there has been a change/addition in the supervisor(s), the M.Tech. thesis will not be submitted earlier than six months and the Ph.D. thesis will not be submitted earlier than one year from the date of such change.
6. Normally a faculty member shall not supervise more than four Ph.D. candidates at any time and Six M.Tech. candidates. However the department may evolve a transparent policy for the distribution of M.Tech. students amongst the faculty members in the department.
7. In case a faculty member is suspended / debarred for indulging in lowering the prestige of the institute in any manner he or she shall cease to be a thesis supervisor.
8. A scholar being guided by two supervisors will be counted as  $\frac{1}{2}$  and if guided by three supervisors then it be counted as  $\frac{1}{3}$  and like-wise.
9. A faculty member appointed as Ph.D. supervisor is normally expected to be available to the research scholar in the institute till the thesis is submitted. However, under unavoidable circumstances, such as long leave, resignation, retirement, or death; an alternative supervisor may have to be appointed. In such special cases, the appointment of the supervisor will be regulated as under and, also student's consent be obtained for the change.
  - (i) If the synopsis of the thesis of the scholar has not yet been submitted,
    - a) and the supervisor proceeds on leave for one month or more, then the supervisor should immediately inform the convener DPGC, whether he will continue to guide and supervise the research work of his scholar effectively during his leave period or not, failing which he should cease to be supervisor.
    - (b) If a supervisor ceases to be the supervisor, the other supervisor (of MNIT) if there, shall act as the supervisor; and if there is no 'other' supervisor, the DPGC shall immediately appoint alternative supervisor for the scholar within a months time.
  - (ii) If the thesis/ synopsis of the thesis have been submitted before the supervisor proceeds on leave, then she/he can continue to be the supervisor. If she/he declines, and there is no joint-supervisor (of MNIT), a coordinator will have to be appointed by the DPGC. Further, if major revision becomes necessary, and the coordinator provides the required help in carrying out the major revision, he will automatically be treated as a supervisor of that candidate.
10. (i) A faculty member, who is due to retire within the next two years cannot be appointed alone supervisor but can become joint-supervisor with permission of Senate, provided he has effectively guided Ph.D. in past 3 years. (ii) If a faculty member on retirement informs that he

shall continue effectively supervising the scholar, can continue as a joint-supervisor. (iii) Emeritus/re-employed supervisor can consent for continuation of his supervision. In both the cases 10 (ii) & (iii), if requested by supervisor, a joint-supervisor/coordinator may be appointed by the DPGC.

11. If a supervisor expires, an alternative-supervisor or coordinator be appointed by the DPGC as per 9 (i) or 9 (ii).

### **12.3. Pre Ph.D. Seminar of Ph.D. Students**

(i) Before proceeding to finalize the thesis, each Ph.D. student must deliver a seminar in which the research work will be presented to invite comments and criticism, which may be incorporated in his/her thesis. This will be an open seminar and candidate has to present it in the presence of the SRC. A notice of the seminar must be displayed at least one week in advance. (ii) The candidate/supervisor should inform the DPGC for candidate's readiness to deliver the open seminar. Once the candidate has delivered the open seminar successfully, then he is required to submit a synopsis within one month of such a seminar. The thesis supervisor sends the synopsis along with the suggested list of examiners to the Dean Academics. (iii) A thesis can be submitted only after the satisfactory fulfilment of this requirement but not later than three months. If the submission of thesis is delayed more than three months then the pre Ph.D. seminar delivered earlier should stand cancelled.

### **12.3. Constitution of Committee/Board for Thesis and Oral Examination**

#### **12.3.1. M Tech Thesis Oral Examination Committee**

- i. The thesis will be examined by an oral examination committee formed by the thesis supervisor(s) in consultation with the DPGC Convenor for approval of Chairperson SPGB.
- ii. The committee shall consist of the thesis supervisor(s), three faculty members from the department and one of the faculty members from the other department. One expert from outside the institute may be invited if so desired by the supervisor. The thesis supervisor will act as the Convenor of the Committee.

#### **12.3.2. Ph.D. Thesis Examination Board**

1. The thesis board shall consist of three members in addition to the thesis supervisor(s) approved by the Chairperson, Senate. Unless some special circumstances make it impractical, the thesis board shall have normally the following composition:
  - **Thesis Supervisor(s)**
  - **One Examiner from outside the institute but from India who will conduct viva voce**
  - **Two examiners from outside the institute but at least one from outside the country**
2. The procedure for constituting the thesis board is given below.
  - a. The thesis supervisor(s), in shall propose a list of examiners (in addition to the thesis supervisor(s) consisting of at least three times the required number of each category of members for the thesis board. This list along with adequate number of hard copies and soft copy of synopsis (prepared according to the format prescribed in Specification and Information Regarding the Preparation of Thesis) shall be sent by the supervisor directly to the Dean Academic [para 12.3].
  - b. The Chairperson, Senate may in consultation with Dean Academics will select the members of the thesis board from this list. If considered necessary, the Chairperson, Senate may require additional names of experts to be submitted. In case Dean Academics is the supervisor of the student concerned, Chairperson, Senate may consult Chairperson, SPGB for the selection of the thesis board. If Chairperson Senate is the thesis supervisor then Dean Academics will approve the thesis board in consultation with Chairperson SPGB.

- c. The names of the members of the thesis board shall be kept confidential till successful completion of the oral examination. However, on completion of Ph.D. thesis evaluation (as detailed in section 12.5.2), the Academic Section will send to the thesis supervisor(s), the names of the member who are from outside the institute but are from within the country so that these names can be included in the proposed list of the members of oral board.

### **12.3.3 Ph.D. Oral Board**

The oral board shall consist of members from thesis board- one of the Indian examiners of thesis outside from institute, and thesis supervisor(s) for conducting the viva voce examination.

## **12.4 Submission of Thesis**

### **12.4.1 M.Tech. Thesis Submission**

After the M.Tech. oral examination committee has been constituted, unbound copies, soft copy and plagiarism report of the thesis/project report one for each examiner of the oral board (as per the prescribed format) will be submitted to chairperson, DPGC at least two weeks before the probable date of oral examination. The DPGC shall arrange to send the copies of the thesis to the examiners. Two copies of the abstract (approximately 250 words) should also be submitted along with the thesis. After the final viva voce Examinations the modifications suggested if any, by the thesis board, may be incorporated and then printed and electronic version be submitted to the department (one copy for department and copy for onwards transmission to central library, by Chairperson DPGC).

### **12.4.2 Ph.D. Thesis Submission**

Ph.D. thesis can be submitted only after report of satisfactory completion of the open seminar has been received. Soft bound copies and electronic version on CD/DVD (preferably PDF) of the Ph.D. thesis (as per the prescribed format as per annexure-III) one for each examiner of the thesis board will be submitted to office of Dean, Academic. The normal period for submission of thesis will be three years. However, if the work of the candidate has been satisfactory then the candidate be allowed to submit his/her thesis after completion of two year from the date of initial registration on the recommendation of DPGC & SPGB.

## **12.5 Processing of Thesis**

### **12.5.1 M Tech./MBA Oral Examination**

1. The oral examination will be conducted within four months from the date of submission of the thesis.
2. The thesis supervisor in coordination with DPGC will intimate the date of the oral examination to the Academic Section.
3. The oral examination committee will evaluate the thesis, conduct the oral examination and send a report of the examination to the Dean A through the Convener, DPGC.
4. A thesis will be considered to have been accepted if majority of members of the oral examination committee recommend its acceptance. A thesis, which is not accepted, will be considered to have been rejected.
5. If a thesis is rejected along with a recommendation for resubmission after incorporating any modification/correction suggested by the oral examination committee, oral examination of the re-submitted thesis will be conducted by the original committee. However if any member of the previous board has retired/left the institution/debarred by the senate/is on long leave or travelling then revised committee will be constituted with the approval of the Chairperson, SPGB. If the re-submitted thesis is rejected, the matter will be reported to the Senate for appropriate action.
6. Acceptance of thesis will be reported to the Senate for approval.
7. If a student does not appear in the oral examination within this time period, his/her programme would be deemed to have been terminated. Request for reinstatement in the programme by

such a student should be addressed to the Chairperson, SPGB. The request may be considered by the SPGB on case to case basis. In case student does not appear second time the thesis submitted shall be deemed to be rejected.

#### **12.5.2. Ph.D. Thesis Evaluation by the Thesis Board**

1. After the synopsis has been submitted and the thesis board constituted Chairman Senate, the Dean Academics will send a confidential letter/E-Mail to each approved member of the thesis board enclosing a copy of the synopsis and requesting him/her to serve as an examiner for the thesis preferably using electronic media. If either of the examiner refuses or no response is received for four weeks (with a reminder being sent after two weeks), then steps will be taken to appoint another examiner.
2. On receipt of the acceptance of examiner-ship a copy of the thesis along with a thesis evaluation form (annexure IV) for the examiner's report will be sent to each examiner preferably using electronic media or as desired by the examiner.
3. In case Dean Academics is the supervisor of the student concerned, above processing (detailed in paras 1 and 2) will be done by the Chairperson SPGB.
4. In case Chairman SPGB is the supervisor of the student concerned, above processing (detailed in paras 1 and 2) will be done by the Chairman SUGB.
5. In case Chairman Senate is the supervisor of the student concerned, above processing (detailed in paras 1 and 2) will be done by the Dean Academics.
6. When an examiner's report is received, the Dean Academics will place it in one of the following categories.
  - i) **Category I:** If an examiner approves the thesis but suggests corrections regarding punctuation, grammar, spelling or language, minor technical mistakes, raises small queries the supervisor(s) can use their discretion regarding incorporation of such suggestions and the same will be incorporated in the thesis to the satisfaction of the oral board.
  - ii) **Category II:** If an examiner points out errors other than those in (i) above, raises queries or suggests modifications then the student's response to the above, including any modification(s), would be submitted to the Dean Academic in both soft and hard copy within 6 months from the date of communication in this regard. Dean Academic, would send it to the examiner concerned for his final recommendation on acceptance/non acceptance of the thesis. If the examiner's response is not received within 4 weeks, a reminders will be sent in gap of two weeks each. If no reply is received even after two reminders within next 4 weeks time, further action will be initiated and thesis sent to another examiner in place of the current one.
  - iii) **Category III:** If an examiner outright rejects the thesis or raises technical points or suggests major modifications his comments would be communicated to the supervisor for further processing. The supervisor will communicate to the Dean, Academic, the changes made in the thesis alongwith explanatory note, which would be sent to the examiner concerned. If the examiner's response is not received within 4 weeks, reminders will be sent in gap of two weeks each. If no reply is received even after two reminders within next 4 weeks time, further action will be initiated and thesis sent to another examiner in place of the current one.
7. If an examiner rejects the thesis second time, the thesis will be sent to another examiner in place of the current one, for evaluation; and the process as in para 6 will be followed.
8. If two or more examiners, excluding supervisor(s) reject the thesis, the thesis will be rejected. The candidate may, however, be allowed to submit the thesis not before one year, provided the title of the thesis remains unchanged. Normal procedure will be followed for the evaluation of the revised thesis with fresh examiners.

9. Copies of the categorized report (without the identity of the examiner) will be sent to the thesis supervisor(s).
10. On completion of the process detailed above, the Dean Academics will initiate action on constitution of the oral board. This shall be done if all external examiners recommend acceptance of the thesis.
11. In case Dean Academic is supervisor, the duties as performed by the Dean, Academic shall be carried out by Chairperson, SPGB and visa-versa.
12. If the Chairperson Senate is the thesis supervisor the duties as performed by the Chairperson senate shall be carried out by Dean Academics.

### **12.5.3 Ph.D. Oral Examination**

1. The Ph.D. oral examination will be an open examination. The supervisor(s) will be the convener of the oral board and will fix the date of the oral examination in consultation with the members of the board members and intimate the date to the Academic Section.
2. If a member of the oral board communicates his/her inability to be present in advance or fails to be present on the specified date and time, the Dean Academics may recommend to appoint a substitute in consultation with the thesis supervisor(s) for approval of the Chairperson senate.
3. Each member of the oral board will be given a copy of the thesis along with the entire technical correspondence with the thesis examiners at least two week before the date of the oral examination.
4. The oral board shall
  - i. examine the thesis reports,
  - ii. examine if necessary modifications suggested by the thesis examiners have been incorporated,
  - iii. elicit the candidate's replies to the questions raised by the thesis examiners,
  - iv. authenticate the work as the student's own and no plagiarism,
  - v. judge if the presentation of the work by the student and the answers to the questions asked have been satisfactory replied, and
  - vi. give a report of the examination, which will be communicated by the supervisor(s)/Thesis coordinator to the DA through the Convener, DPGC.
5. If all members, declare the student as passed, the student shall be deemed to have passed.
6. If a candidate does not perform satisfactorily he will be given another chance to defend in front of the same board with one more expert member from the SRC as recommended by the supervisor within next 3 months.
7. On receipt of the report that the student has passed the oral examination, the Chairperson SPGB will recommend to the Senate for award of the Ph.D. degree, and the degree may be conferred upon the candidate after approval by the Senate.
8. If the candidate has failed, the matter will be brought to the attention of the Senate for further action by Dean Academics.
9. After successful completion of oral examination, the candidate shall submit to the Dean Academics two hard bound copies of approved thesis, for further transmission to concerned departmental and Institute library for record and two CD/DVD as soft copy.

## **13 SCHOLARSHIPS, PRIZES AND MEDALS**

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

for Scholarships and Prizes” of the Institute. These scholarships, etc. are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material, facts and/or giving false information. A student leaving the Institute on his/her own accord without completing the programme of study may be required to refund the amount of scholarship, etc. received during the academic session in which he/ she leaves the Institute.

### **13.1 Prizes and Medals**

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

## **14 CONDUCT AND DISCIPLINE**

### **14.1 Code of Conduct**

Each student shall conduct himself/herself in a manner befitting his/her association with an Institute of national importance. She/he is expected not to indulge in any activity, which is likely to bring down the prestige of the Institute. She/he should also show due respect and courtesy to the teachers, administrators, officers and employees of the Institute, and good neighbourly behaviour to fellow students. Due attention and courtesy is to be paid to visitors to the Institute and residents of the Campus. Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), wilful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

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

*To save guard its ideals of scholarship, character and personal behaviours, the institute reserve the right to require the withdrawal of any students at any time for any reason deemed sufficient.*

### **14.2 Attendance Requirement.**

All M.Tech./Ph.D. students are normally required to have full(100%) attendance. A Ph.D. scholars must attend to his/her research work on all the working days and marks attendance except when she/he is on duly sanctioned leave. **However, an M.Tech. candidate having deficient attendance on account of illness, participation in Inter Institute Tournaments/NCC/NSS camp/Mountaineering skiing course/ competitive examinations or any other genuine ground can be given attendance relaxation to the maximum extent of 25% of the total classes held in each course during the semester for the period of his/her absence by the Director on the recommendation of the concerned HOD and Dean (Academics). Candidates having less than 75% attendance (including the attendance benefits as prescribed above) shall not be allowed to appear in the examination and will be awarded F grade.**

### **14.3 Disciplinary Actions and Related Matter**

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

The Instructor-in-Charge of a course shall have the power to debar a student from the examination in which she/he is detected to be using unfair means. The Faculty/Tutor shall have the power to take

appropriate action against a student who misbehaves in his/ her class. All such cases should be brought to the notice of the Dean Academics, which shall be looked into by a standing committee consisting of the following members. *Finally, all such cases should be reported to SPGB and Senate.*

- |                                      |             |
|--------------------------------------|-------------|
| 1. Dean Academic                     | Chairperson |
| 2. Chairperson SPGB,                 | Member      |
| 3. Chairperson SUGB,                 | Member      |
| 4. Concerned Head of the Department, | Member      |
| 5. Two Senate nominees.              | Members     |

The Dean Students & Alumni Affairs, Chief Warden, Warden-in-Charge of a Hostel shall have the power to reprimand, impose fine or take any other suitable measure against a resident who violates either the Code of Conduct or rules and regulations pertaining to the concerned Hostel.

Violation of the Code of Conduct by an individual or by a group of students can be referred to a Board of Discipline (BOD). The constitution of BOD shall be as under:-

- |  |                  |
|--|------------------|
| 1. Dean (Students & Alumni Affairs)                  | Chairperson      |
| 2. Two Heads of Teaching Deptts. (on rotation basis) | Member           |
| 3. Registrar   | Member           |
| 4. HOD of concerned Dept.                            | Member           |
| 5. Chief Warden                                      | Member Secretary |

A student, teacher or other functionary of the Institution can refer a case to this committee for consideration. Further, in very exceptional circumstances, the Chairperson, Senate may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in his/her view, may tarnish the image of the Institute. The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Senate for its final decision.

#### **14.4 Appeal against Termination**

A student whose programme is terminated on account of inadequate academic performance or otherwise has the right to appeal to the Chairperson, Senate for reconsideration. While making the appeal against termination, she/he is expected to give reasons for his/her poor academic performance and/or to explain why his/her position merits reconsideration. The Senate shall take a final decision after considering all the available inputs. However, the Senate will not entertain any further appeal for review unless substantial additional information is brought to its notice. The senate normally shall not entertain the appeal more than two times from the same student. The Senate may **not recommend** a student, who is found guilty of some major offence, to the Board of Governors for the award of a degree/diploma/certificate even if she/he has satisfactorily completed all the academic requirements.

#### **15. POST GRADUATION REQUIREMENTS**

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

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

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

**16. Waiver of Requirements in Special Cases**

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

**17. General**

These rules shall be in force immediately after the approval of the Senate. Notwithstanding anything contained in this Manual, all categories of students/candidates shall be governed by the Rules & Regulations framed by the Senate in this behalf and in force from time to time

**18. Interpretations**

Any doubt or dispute arising about the interpretations of the Rules & Regulations shall be referred to the Chairperson Senate whose decision shall be the final.

**POSTGRADUATE COMMITTEES**i. **Senate Post Graduate Committee(SPGB)****(a) Constitution**

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

**(b) Jurisdiction**

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

**(c) Functions:**

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

ii. **Departmental Post Graduate Committee(DPGC)**

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

**POSTGRADUATE COURSES****Course Number**

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

**Course Units**

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

Contact hours/week for a course Units

Two lecture hours: 2

Three lecture hours: 3

Two lecture hours + one tutorial hour: 3

Two lecture hours + one lab session: 3

Three lecture hours + one tutorial hour: 4

Three lecture hours + one lab session: 4

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

**Approval of a New Course**

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

**Discontinuation of Course**

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

**Scheme of Examinations for M.Tech.**

**(Semester I & II)**

S. No.	Subject Name	L	T	P/D	Credits	Distribution of Marks out of 100					
						TA	Mid Exam -I	Mid Exam -II	End. Sem. Exam	Practicals	
										Sessional	Exams
1	Course -I	3	1	0	4	20	15	15	50	-	-
2	Course -II	3	1	2	5	10	10	10	50	10	10
3	Course -III	3	1	3	5	10	10	10	50	10	10

**(Semester III)**

S.No.	Subject Name	Credit	Evaluation (%)
1	Special Study	04	100
2	Thesis	12	S/X

**(Semester IV)**

S.No.	Subject Name	Credit	Evaluation
1	Thesis	16	S/X

**Internal thesis verification for Plagiarism and certificate to this effect be submitted by the candidate to the Institute.**

**GENERAL GUIDELINES FOR DISSERTATION/THESIS WRITING**

(Note: Any individual department may refine this format and can modify/add additional information as part of thesis)

**FORMAT OF DISSERTATION/THESIS**

1. **Preliminary pages (page i, ii, iii...):**

- Inner Title page
- Certificate
- Acknowledgement
- Abstract
- Table of contents
- List of tables
- List of figures
- List of abbreviations

2. **The main body (pages 1, 2, 3...) is divided as follows:**

- Introduction
- Literature Review
- Materials and Methods
- Results and Discussion
- References
- Appendices

**DESCRIPTION OF THE DIFFERENT SECTIONS OF A DISSERTATION/THESIS**

***General guidelines***

- An established font of 12 Times New Roman and paragraph style must be followed consistently throughout the thesis.
- Type 1½ space throughout the text on both side of the paper.
- Margins: 38 mm from the left edge of the paper, 25mm from the top, bottom and right edge for A4 size paper.
- Units and symbols should conform to the international system of units.
- Avoid the use of jargon, nouns as adjectives, split infinitives, improper matching of subjects and verbs, changes of tense in mid-paragraph and redundancy and verbosity. More than a very few errors in spelling or typography leave an impression of carelessness on the examiners.

***Outer Title Page***

- Title of dissertation/thesis.
- M. Tech dissertation/ Ph.D. Thesis.
- Name of student with registration number.
- Institute logo
- Place of submission.
- Month and year of submission (Example: May, 2007).

### ***Inner Title page***

- Title of dissertation/thesis.
- The following statement must also appear: This dissertation/thesis is submitted as a partial fulfilment of the M. Tech. or Ph.D. programme in ----- (For Example: science or Engineering).
- Name of student with registration number.
- Institute logo
- Place of submission.
- Month and year of submission (Example: May, 2007).

### ***Abstract***

This section will contain statement of the problem, methods of investigation, major findings and main conclusion.

### ***Introduction***

This section will contain general introduction, scope of the work, objective of the study and chapter outline.

### ***Literature Review***

This section will contain a critical review of the literature, pertinent theory, experiment and the importance of the chosen problem.

### ***Methodology***

This section contains the research methodology of the test methods used (If applicable).

### ***Results and Discussions***

- Brief description of the methodology, primarily the experimental design.
- The text should describe the results.
- The figure and table legends contains
  - Short title.
  - Description of the symbols (if applicable).
  - Description of the statistics used (if applicable).
- The figure or table and their legend should appear on the same page.
- Avoid repeating a description of the results – keep the description of the results in the body of the results section and not in the figure or table legend.
- Emphasize the most important contributions of the research. The discussion must not merely recapitulate results or review the literature.
- It is essential to discuss the research in relationship to the literature and to assess the significance of the findings.

### ***Conclusions***

This section contains the major findings and main conclusions.

### ***References***

- There must be only one reference list for the entire dissertation/thesis in order of citation in the body of thesis/dissertation.

### ***Appendices***

This section can contain tables and figures of data that are necessary to show but that are not part of the dissertation/thesis.

### **Publications from the thesis alongwith the reviewers comments.**

**NOTE:-** The above guidelines are general in nature and writing style of dissertation/thesis will vary from department to department and nature of work carried out.

**ANNEXURE-IV**  
**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR**

**Ph.D. Examiner's Recommendation Form**

Name of the candidate	
Title of the Thesis	

Please note that this form should be accompanied by a report commenting on the strengths and weakness as well as specific suggestions for improvement of the thesis as per the guidelines given in the covering letter. This recommendation form is to mainly facilitate the Dean, Academic in deciding appropriate action. Please tick (√) one of the option below.

“My recommendations are as follows” (Tick Only ONE)

Category-I	a) Thesis is recommended	“Thesis is recommended for award in its present form”	
	b) Thesis is recommended	“The thesis be accepted for the award after minor revision/queries” (Revisions/queries would be addressed during the viva-voce examination)	
Category-II	c) A revision is proposed in the Thesis	“I reserve my decision based on response of candidate to the major revision/queries requiring rewriting a portion/chapter of the thesis incorporating some additional work”  (Please note that the response of the candidate would be sent to you for final decision, between (a) and (c))	
Category-III	d) Thesis is rejected	“Re-writing of the thesis after further research is recommended”	
	e) Thesis is rejected	“The thesis to be rejected outright”	

**Name of Examiner:**

**Signature of Examiner**

**Dated:**

## **Annexure-V**

The set of regulations, on approval by the senate, shall supercede all the corresponding earlier set of regulations of the institution, with all the amendments thereto, and shall be binding on all parties concerned including students undergoing PG programmes, Faculty, Staff, Departments/centres and Institute Authorities.

In order to guarantee fairness and justice to all the parties concerned, in view of the periodic evolutionary refinements, any specific issues or matters of concern shall be addressed separately, by the appropriate authorities, as and when found necessary.

The effect of year to year (periodic) refinements in the Academic Regulations & Curriculum, on the students admitted in earlier years shall be dealt with appropriately and carefully, so as to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of Regulations & Curriculum, without any undue favour or considerations.

The Senate may consider any issue or matters of concern relating to any or all the Academic Activities of the Institute, for appropriate action, irrespective of whether a reference is made (or the nature and extend of any reference if so present) to the set of regulations or otherwise.

This manual sets out the procedure and requirements of the M.Tech. / Ph.D. programmes of study that fall under the jurisdiction of the Senate, MNIT. Further, any legal dispute arising from this set of Regulations shall be limited to the legal jurisdiction determined by the location of the Institute and not that of any other parties.

## Annexure-VI

- Conversion formula, for converting CGPA (on scale of X) into %, and vice-versa

$$\text{Equivalent Percentage marks} = \left[ \frac{\text{CGPA} - 5\% \text{ of } X}{X} \right] \times 100$$

- For example,

1. When CGPA is on scale of 10,  $\text{Equivalent Percentage} = \left[ \frac{\text{CGPA} - 0.5}{10} \right] \times 100$

2. When CGPA is on scale of 5,  $\text{Equivalent Percentage} = \left[ \frac{\text{CGPA} - 0.25}{5} \right] \times 100$

- The formula vice-versa, would be

$$\text{Equivalent CGPA} = \left[ \frac{\text{Aggregate Marks in \%} + 5\% \text{ of } 100}{100} \right] \times X$$

### List of Approved Postgraduate Programmes

The Institute is offering the following postgraduate programmes or as decided by the Institute with approval from appropriate bodies such as BOG/Senate from time to time. The following is list of programmes currently offered at MNIT.

- (i) M.B.A. (4 Semesters)
  - a. M.B.A.
  - b. M.B.A. (Technology Management)
  
- (ii) M.Plan./M.Tech. programmes (4 Semesters)
  - c. Architecture
    - i) M.Planning
  - d. Chemical Engineering
    - i) Chemical Engineering
  - e. Civil Engineering Department
    - i) Water Resources Engineering
    - ii) Disaster Management
    - iii) Transportation Engineering
    - iv) Environmental Engineering
  - f. Computer Engineering
    - i) Computer Engineering
  - g. Electrical Engineering Department
    - i) Power System Engineering
  - h. Electronics & Communication Engineering Department
    - i) Electronics and Communication Engineering
    - ii) VLSI Design
  - i. Mechanical Engineering Department
    - i) Manufacturing Systems Engineering
    - ii) Energy Engineering
  - j. Materials and Metallurgical Engineering
    - i) Materials and Metallurgical Engineering
  - k. Structural Engineering
    - i) CAD in Structures

and any other additional programmes as may be approved by the BoG/Senate from time to time.

- (ii) Ph.D. Programmes: The institute offers programmes leading to the **Doctor of Philosophy** (Ph.D) degree in various departments/centres of the institute i.e. Applied Physics, Applied Chemistry, Applied Mathematics, Humanities and Social Sciences, Management, Civil Engineering, Computer Engineering, Electrical Engineering, Electronics & Communication Engineering, Mechanical Engineering, Chemical Engineering, Structural Engineering, Materials and Metallurgical Engineering under the following categories.