

# **ORDINANCES AND REGULATIONS**

## **(Post Graduate Programme)**

### **P.G. Programmes**



**September 2003**  
**Malaviya National Institute of Technology**  
**Jaipur**

## **ORDINANCES FOR THE PG PROGRAMMES\***

### **1. Short Title & Commencement**

- (i) **Short Title & Commencement** : These Ordinances shall be called the Ordinances for the Post Graduate Programmes of the Malaviya National Institute of Technology, Jaipur
- (ii) These ordinances shall come into force with effect from such date as the Senate/Board may appoint in this behalf.

### **2. 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) **"Board"** shall mean the Board of Governors of the Institute;
- (iii) **"Exchange Student"** shall mean a student who is registered for a Degree in a recognised 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;
- (iv) **"CGPA"** shall mean the cumulative grade point average of a student;
- (v) **"Council"** shall mean the council of the National Institutes of Technology;
- (vi) **"Co-ordination Committee"** shall mean the committee of the faculty members involved in a course;
- (vii) **"Course"** shall mean a curricular component identified by a designated code number and a title;
- (viii) **"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;
- (ix) **"Dean, AA"** shall mean the Dean, Academic Affairs;
- (x) **"DRC"** shall mean the Post Graduate and Research Committee of the Department;
- (xi) **"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.
- (xii) **"Educational Institution"** shall mean those institutions which offer Bachelor's and/or higher degrees in Science, Engineering/ Technology;
- (xiii) **"Faculty 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;
- (xiv) **"Full-time student"** shall mean a student registered for a PG Degree devoting full time for completing the academic requirements;
- (xv) **"GATE"** shall mean Graduate Aptitude Test conducted by the Government of India.
- (xvi) **"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.

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Approved vide Senate minutes dated June 20, 2003 and Board Resolution no.3.1(B) dated 8.9.03...

- (xvii) **"Institute"** shall mean the Malaviya National Institute of Technology, Jaipur;
- (xviii) **"Minimum Registration Period"** shall mean the minimum period for which a candidate must be registered for the post graduate degree.
- (xix) **"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.
- (xx) **"PG"** shall mean post graduate;
- (xxi) **"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 ;
- (xxii) **"Scheme of Teaching and Examination"** shall mean the scheme of teaching and examination for a PG programme approved by the Senate;
- (xxiii) **"SGPA"** shall mean the semester grade point average;
- (xxiv) **"SC/ST"** shall mean the scheduled castes and scheduled tribes as notified by the Government of India from time to time;
- (xxv) **"Sponsored Candidate/Student"** shall mean a full-time PG student receiving full financial support from the Sponsoring Organization;
- (xxvi) **"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.

Note: 'He' & 'His' imply 'he' / 'she' and 'his' / 'her', respectively.

3. (1) The Institute shall offer such PG programmes and of such minimum duration as the Board may approve on the recommendation of the Senate either on its own or on the initiative of a Department and/or on the direction of the Board/ Council/ Government of India:

Provided that the PG Board shall recommend all such programmes;

Provided further that an interdisciplinary programme may be proposed by a Department or by a committee appointed by the Director for the consideration of the BPGS&R, the Senate and the Board;

- (2) The procedure for starting a new programme, temporarily suspending a programme or phasing out a programme shall be such as may be laid down in the regulations;
- (3) The minimum entry qualifications for admission to PG programmes shall be such as may be laid down in the Regulations;
- (4) A PG student shall be required to earn a minimum number of credits through various curricular components like teaching/laboratory courses, Project, Seminar and Dissertation, etc at the Institute or at such other Institutions as have been approved by the Institute. The Dissertation, Project and other similarly designated academic activities shall have to be undertaken under the guidance of a Supervisor(s):

Provided that a PG student may be permitted by the DRC to carry out in full or a part of his Dissertation outside the Institute. In such cases, an additional supervisor, from outside Organisation/ institute, if considered necessary, may be appointed by the DRC on the recommendation of the Supervisor from the Institute;

- (5) A PG student shall be required to complete all the requirements for the award of the PG degree within such period as may be specified in the Regulations;
- (6) The date of initial registration for the PG programme shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the programmes for all intents and purposes;
- (7) A student shall be required normally to attend every lecture, tutorial and practical class. However, for late registration, sickness or other such exigencies, leave may be allowed as provided for in the regulations.
- (8) In the case of change of status from full time to part time, the time spent as full time shall be counted as such towards minimum registration period requirement;
- (9) A PG student may be granted such scholarship/ studentship/ assistantship/ stipend, etc. and awarded such medals as may be specified in the regulations in accordance with the directions of the Government of India and/or the decision of the Council/Board from time to time.

The following provision shall govern the grant of assistantships to M. Tech. (Engg.).

Only full time students (other than sponsored students), who have qualified GATE are eligible for Assistantship of Rs. 5000/- per month. Continuation of this Assistantship is contingent on satisfactory academic performance, satisfactory performance in discharge of responsibilities (8 to 10 hours of work per week) under the Scheme and the minimum prescribed attendance requirement.

Assistantship to students whose SGPA at the end of a semester falls below 6.50 (6.25 in the case of SC/ST) will be paid only @ 50% of the assistantship. The student whose SGPA/CGPA falls below 5.5 will not be allowed any assistantship. However, M. Tech. students belonging to SC/ST category who lose their Assistantship due to SGPA requirement, will be given tuition fee exemption.

- (10) The procedure for the admission of a student to a PG programme shall be such as may be specified in the regulations;

The requirement for continuation of the registration of a student admitted to M. Tech. programmes shall be as follows:

SGPA  $\geq$  5.5 at the end of first Semester and CGPA  $\geq$  5.5 with valid credits not less than 75% of the credits registered in a semester.

- (11) The procedure for the withdrawal from a post graduate programme, rejoining the

programme, the award of grades and the SGPA/CGPA, the examination and all such matters as may be connected with the running of a PG programme shall be such as may be specified in the regulations.

- (12) The award of the PG Degree to an eligible candidate shall be made in accordance with the procedure laid down in the regulations.

However, the minimum CGPA requirement for the award of the degree for M. Tech. programmes in Engineering, Technology, will be 5.5.

- (13) A student admitted to a PG programme shall abide by the "Standing Orders for Students" issued by the Institute from time to time. These Standing Orders shall deal with the discipline of the students in the Hostels, Departments, the Institute premises and outside. The Standing Orders may also deal with such other matters as are considered necessary for the general conduct of the students, and co-curricular and extra-curricular activities. These Standing orders shall be approved by the Director on the recommendation of the Dean of Students' Affairs.

- (14) Notwithstanding anything contained in the above Ordinances, no regulation shall be made in contravention of the decision of the Board/ Council and/or the direction of the Government of India, in regard to the duration of the PG programme, the amount and number of scholarships/assistantships and the number of studentships and the procedure thereof. The regulations for the PG programme shall be framed by the BPGS&R which shall be considered and approved by the Senate.

## **REGULATIONS FOR THE POST GRADUATE PROGRAMMES**

### **1. Short Title & Commencement :**

- (a) These regulations shall be called the regulations for the PG programmes of the Institute.
- (b) These regulations shall come into force on such date as the Director may appoint in this behalf.

### **2. Post Graduate Programmes:**

- (a) The Institute shall offer specialised programmes leading to Master's degree in Engineering, Technology, and Management.
- (b) The details of currently run PG programmes in Engineering and Management are given in Table-1. The broad course structures of various PG programmes are given in Table-2. These may be amended/ modified in accordance with the decision of the Senate and the Board from time to time.
- (c) The normal duration for the completion of the PG programmes will be 4 semester for full time students and 6 semester for part time student. Maximum duration will be 6 semester for full time students and 10 semester for part time students. The maximum duration of the programmes includes the period of withdrawal, absence and different kinds of leave permissible to a student. However, it will exclude the period of rustication. The duration may be altered

in accordance with the decision of the Board.

**3. Semester System:**

- (a) The academic programmes in the Institute shall be based on semester system: Autumn and Spring Semesters in a year with winter and summer vacations. A number of courses shall be offered in each Semester.
- (b) Each course shall have a number of credits assigned to it depending upon the academic load of the course assessed on the basis of weekly contact hours of lecture, tutorial and laboratory classes, field study and/or self study. The credits for the Project and the Dissertation are based on the quantum of work expected.
- (c) The courses offered in a semester shall be continually assessed and evaluated to judge the performance of a student.

**4. Course Code:** Each course offered by the institute shall be identified by a course code, normally consisting of a string of five alphanumeric characters followed by a course title. The first two characters in a course code shall be capital letters identifying the responsible Department offering the course or a course common to different branches. The next three characters are numerical digits: the first one specifies the year of study and the last two digits specify the course number and the semester in which the course shall be offered. Normally, odd numbers in the course code will indicate that the course will be offered in the Autumn semester and the even numbers indicate that the course will be offered in the Spring semester of the year.

**5. Course Credits:** Each course shall have an integer number of credits which reflects its weightage. The number of credits of a course shall ordinarily be calculated as under:-

- (a) **Lectures / Tutorials:** One lecture hour per week shall normally be assigned one credit. One or two hours of tutorials per week shall be assigned one credit. However, the credits may be adjusted further by taking into consideration the quantum of work required to be put in by a student for learning the course.
- (b) **Practicals:** One laboratory hour per week shall normally be assigned half credit. Not more than three credits may be assigned to a practical course having only laboratory component. The courses having three hours of contact per alternate week shall have one credit only.
- (c) Project/Seminar in any PG programme shall be treated as any other course and shall be assigned such number of Credits as may be approved by the Senate.
- (d) The Dissertation shall be treated as any other course and shall be assigned such number of credits as may be decided by the Senate.

**6. Courses of Special Nature:** The PG programmes may have special courses such as seminar, project, dissertation etc. which require no formal class contact of the students with a teacher but require in-depth study and development of their

professional skill and knowledge.

7. **Dissertation:** A student enrolled for M.Tech. /M.B.A. degree shall have to work on a Dissertation. The Dissertation work involves in-depth study and critical review of the topic and the creation of new knowledge in the area either through development of new techniques, instruments, experimental facility and new experimental findings and/or , theoretical and fundamental insight or by reinterpretation of the existing facts to propound new theory.
8. **Departmental Research Committee (DRC):** The Departmental Research Committee (DRC) shall be constituted by the Departmental Faculty Board (DFB) to look after all academic matters pertaining to the PG Programmes offered by a Department. The DRC shall implement the policy formulations made by the DFB and shall forward its recommendations to DFB for its consideration and decision. For an interdisciplinary programme, a Programme Faculty Board (PFB) shall be constituted by the Dean, AA, which shall look after all academic matters pertaining to that Programme. A Programme Coordinator shall be appointed by the Director in consultation with the Dean, AA, and the Heads of the concerned Departments to look after all the administrative and academic matters related to an interdisciplinary programme. The Programme Coordinator shall perform such duties and exercise such powers of the Head of a Department/Chairman, DRC as may be necessary for such a programme.
9. **Departmental Faculty Board (DFB):** There shall be a Faculty Board consisting of all the faculty members of a Department, which may be called the Departmental Faculty Board (DFB). It shall be constituted by every Academic Department. The DFB shall be responsible for considering all the policy issues concerning academic and research programmes of the Department. The DFB shall formulate academic programmes and courses as recommended by the DRC to it and send its recommendation to the PG Board for its consideration.
10. **PG Board (BPGSR) :** The Board of Postgraduate Studies and Research (BPGSR) shall be a sub-committee of the Senate, which shall consider all the academic matters recommended by the DFB and coordinate their activities. It shall also consider and recommend to the Senate the broad framework and policies related to the post graduate programmes offered by the Institute.
11. **Phasing out of a PG Programme:** The phasing out of a PG programme may be considered by the Senate on the recommendation of a DFB and the PG Board. Also, a programme may be phased out by the Senate on the recommendation of the PG Board if, consecutively for three years, the number of students registering for the programme is less than 40% of the sanctioned intake of the students.
12. **Starting of a New PG Programme:**
  - (a) The Board may approve the starting of a new programme, or a modified programme in lieu of the old phased-out programme on the recommendation of the DFB, the PG Board and the Senate.
  - (b) A new programme may be considered and recommended by the Senate to the

Board for its consideration and approval. Such a proposal may be initiated by a Department through its DFB and considered and recommended by the PG Board.

- (c) An interdisciplinary programme may be proposed by a Department in consultation with other participating Department(s) or by a group of Departments or by a Committee appointed by the Director for the consideration of the PG Board, the Senate and the Board.

### 13. Admissions:

- (a) Consistent with the policy decisions and guidelines laid down by the Council/ Government of India, admission to all PG programmes shall be made in accordance with the decisions of the Senate.
- (b) Foreign nationals either residing in India or abroad or Indian nationals residing abroad may be admitted to programmes in accordance with the policy guidelines laid down by the Council/Government of India and the decisions of Senate.
- (c) **Eligibility :** A student may be admitted to a PG programme on merit, if he/she fulfils the eligibility requirements as detailed in Table-3 and Appendix -C, which may change from time to time.
- (d) **Exchange Student :** A student registered for a PG programme in a recognized Institute/University in India or abroad may be allowed to attend classes and avail of the facilities in the laboratories as a exchange student for a period not exceeding six months, if he is sponsored officially by the concerned Institute/University. The Exchange student shall have to pay the requisite academic and other fees for the given period to the Institute.

### 13. Registration :

- (a) Every student shall register for the courses that he/she wants to study for earning credits and his/her name will appear in the roll list of each such course. No credit shall be given if a student attends a course for which he or she is not registered. The performance of a student in all the courses, for which he/she has registered, shall be included in his/her grade card.
- (b) Every student who joins the first year of the PG programme shall complete the registration procedure on a specified registration date prior to the commencement of the classes. Under special circumstances, a student may be allowed late registration by the Dean, AA till a specified date, by paying the late fee fixed by the Institute, along with other necessary fees. In-absentia registration may be allowed in a semester other than the first only in rare cases at the discretion of the Dean, AA, in case of illness or any other contingencies.
- (c) The Department shall assign time slots for the electives to be run in the next semester well in time and inform the Academic Section at least a week prior to the date of registration, to help the students choose an elective and register for it.

- (d) A student may register for credits as per requirements of a particular PG programme. But on the recommendation of the Department, Dean, AA may allow an increase in number of credits normally once during the entire programme for fulfilling the requirements of minimum earned credits.
- (e) Before the commencement of classes, Academic Section shall give each student a registration record which shall be the official record of the courses registered. Any sub-sequent change such as addition, deletion or withdrawal etc. shall be marked on this registration record by the Academic Section.
- (f) A student shall have the option to add or delete courses from his/her registration record during the first ten days of the semester.
- (g) **Faculty Advisor :** At the time of completing the registration form or any subsequent change in the registration record, every student shall consult his/her Faculty Advisor who shall be appointed by the Chairman, DRC of the Department. The Faculty Advisor shall advise the students in regard to the minimum and the maximum number of total credits and lecture credits in the context of his/her past performance, backlog of courses, SGPA/CGPA and individual interest.

**14. Termination of Enrolment :**

- (a) Continuous absence of a student from the classes for more than four weeks without informing the Chairman. DRC, will render his name to be struck-off the rolls of the Institute. Such cases shall be brought to the notice of the Academic Section by the Course Coordinator/Head of the Department.
- (b) **Termination of Enrolment on Academic Grounds :** The enrolment of a student may be terminated on academic grounds, as per requirements in Regulations 2(c) and 18 for various PG programmes.
- (c) **Termination of Enrolment on Disciplinary Grounds:** The enrolment of a student may be terminated on disciplinary grounds, in accordance with the 'Standing Orders for the Students'.

**15. Minimum Number of Students in a Course/ Programme:**

- (a) Normally, a course shall not run unless minimum of three students register for it.
- (b) A post graduate programme shall normally run only if a minimum of 40% of sanctioned strength of the students register for that programme. If the number of students left in a programme at the end of the second Semester is less than three, the programme may be reviewed by the PG Board for its continuity in future and on its recommendation, the programme may be temporarily suspended by the Senate, considered necessary.

**16. Attendance Requirements for a Course/Programme:**

- (a) A post graduate student must have a minimum attendance of seventy five percent of the total number of classes including lectures, tutorials and practicals,

held in a subject in order to appear at the End- Term Examination for that course.

- (b) A student should meet the above attendance requirement irrespective of the number of days, he/she is on medical and/or other leave for any reason whatsoever. Attendance of the students shall be monitored and displayed during a semester as per the guidelines approved by the PG Board.
- (c) The names of the students who have remained absent, with or without leave, for more than 25% of the actual classes held in a course as specified in section 17(a) will be intimated by the Course Coordinator, on the last teaching day, to the Chairman, DRC who will consolidate the list for all such students for all the courses of a programme for its display on the notice board. The list of such students shall also be forwarded to the Dean, AA. These students shall not be allowed to appear in the End- Term Examination of that course and shall be awarded F grade irrespective of their performance in Class Work (CWS)/Mid-Term Examinations (MTE), etc.
- (d) **Rustication/ Suspension, Withdrawal from a Semester/ year :** A student rusticated from the Institute or suspended or debarred from attending the classes due to any reason whatsoever or having withdrawn from a semester/year on medical grounds, shall have to meet the attendance requirement of 75% in the courses in a semester and shall have to complete PG programme within its maximum time limit.

**17. Satisfactory Performance and the Award of Degree:** The criteria of satisfactory academic performance and the award of PG degree for various PG programmes shall be as follows:

**(1) M.Tech.**

- (a) Two years M.Tech. programmes require a minimum of four semesters for full-time or six semesters for part- time study by a full-time or a part-time candidate, as the case may be. The maximum duration for the completion of the given programme for being eligible to the PG degree shall be six semesters for a full-time student and ten semesters for a part-time student.
- (b) A full-time student shall be allowed to register for courses not less than a total of 20 credits and not exceeding a total of 29 credits in any semester.
- (c) The course structures of the programmes are given in Table-1. The detailed guidelines on the structure/scheme of M. Tech. in Engineering shall be as given in Appendix-D.
- (d) A student may be allowed to register for the next semester if he/she has cleared not less than 75% of course credits registered in that semester, and has secured a SGPA of not less than 5.5 at the end of the first semester, and a CGPA of not less than 5.5 at the end of the subsequent semesters. The registration of a student will be terminated and he/she will be asked to leave

the programme in case he/she is unable to fulfil the above requirements.

- (e) A student may be awarded the degree of M.Tech. on completion of the programme within the prescribed maximum duration (Table 1), if his/her CGPA is not less than 5.5 after earning a total of 88-96 credits and he /she has satisfactorily completed other requirements, if any.

A full-time student has to complete all the requirements within three years of his/her first registration for the academic programme. Temporary withdrawals from the programme may be permitted after a student has normally completed all course requirements. The Dean, AA may grant permission for such withdrawals.

- (f) A part-time student shall register for courses having not less than a total of 8 credits and not exceeding a total of 15 credits in any semester excepting the Dissertation. For the continuation in the programme, a student shall have to clear a minimum of 8 credits per semester provided that his/her SGPA is not less than 5.5 at the end of the first semester and a CGPA of not less than 5.5 at the end of the subsequent semesters.

## 2 M.B.A.

- (a) A full-time student shall be allowed to register for courses having not less than a total of 18 credits and not exceeding a total of 28 credits in any semester. For the continuation in the programme, a student shall have to 'earn not less than 12 credits in a previous semester and a SGPA of not less than 4.0 at the end of the first semester and a CGPA of not less than 4.5 at the end of the subsequent semesters. The registration of a student shall be terminated and he/she will be asked to leave the programme in case he/she is unable to fulfill the above requirements.

The course structure of these programmes are given in Table-1. The viva-voce Board evaluation and weightage of marks for Dissertation shall be as given in Appendix-D. The award of grade for the Dissertation shall be on the basis of the absolute marks as given in Appendix-B1.

- (b) A student will be awarded a degree on the completion of the programme if he/she has secured a CGPA of not less than 5.0, and has earned a total course credits of 102 for M.B.A degrees within the approved maximum duration of respective programmes as given in Table-1, and has completed other requirements, if any.

**18. Attendance Requirement for Scholarship/Assistantship:** Subject to conditions laid down in the Ordinances, the payment of scholarship/ assistantship to a student of a two-year M. Tech. programme shall be made on the basis of his/her attendance in the courses registered in a semester and his/ her fulfilling the requirements of weekly work- hours assigned to him/her. Sixty percent (60%) of the amount of scholarship/ assistantship shall be made on the basis of monthly attendance of a

student and the rest forty percent (40%) on the basis of weekly work-hours. The deduction from the scholarship/assistantship due to absence in class or non-fulfilment of the weekly work- hours assignment shall be made on pro-rata basis.

- 19. Refund of Fees :** The fees and other charges deposited by a student seeking enrolment will be refunded if the student does not join the programme and leaves the Institute by applying for refund normally on or before the date of registration. Refund of fees will not be permissible to a student who has registered for the programme and left thereafter. In such cases only security money will be refunded at the end of the semester.
- 20. Course Coordinator :** Every course offered by a Department shall be coordinated by a Course Coordinator appointed by the Head of the Department. The Course Coordinator shall have the full responsibility for the course. He shall coordinate the work of other faculty member(s) involved in that course in respect of their participation in various activities related to the course, including continuous evaluation of the performance of the students through tutorials, practicals, tests, quizzes, assignments, etc. and the Mid-Term and End-Term Examinations, and the award of the grades for all the students taking that course.
- 21. Faculty Advisor :** The DRC shall appoint a Faculty Advisor for the students in a PG Programme. The Faculty Advisor shall closely interact with the students, advise them on the courses to be taken in a semester and provide counseling for the smooth progress of the students.

**22. Course Evaluation :**

- (a) A student shall be evaluated for his/her academic performance in a course through tutorials, practicals, home work assignments, term papers, field work, seminars, quizzes, Mid- Term Examinations (MTE) and the End- Term Examination (ETE), etc. as applicable. The answer books of Mid-Term as well as End-term examination are to be shown to the students and discrepancies, if any, as may be brought out by any student may be rectified by the examiner and thereafter the result will be finalised.
- (b) The distribution of weightage for each component shall be decided and announced by the Course Coordinator at the beginning of the course, subject to such stipulations as are given in the Scheme of Teaching and Examination for a given programme.
- (c) The Project and Dissertation shall be evaluated through mid-term seminar(s), presentation(s), report submission(s) and the viva-voce examination(s).

**23. Grading System:**

- (a) The academic performance of a student shall be graded on a ten-point scale. The letter grades and their equivalent grade points are listed in Table-2. The award of grades in a course shall be made as per guidelines given in Appendix-B.
- (b) **Semester/Cumulative Grade Point Average (SGPA/CGPA):** The letter Grades awarded to a student in all the courses (except audit courses) in a semester shall be converted into grade points. The Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA) shall be calculated as per Appendix-A.

#### **24. Grade Moderation & Scrutiny**

- (a) The concerned DRC shall appoint a Grade Moderation Committee for all the courses offered by a Department for each PG Programme. This committee shall have all the Course Coordinators, as its members and shall be responsible for adherence to the guidelines for the award of grades. The Chairman, Grade Moderation Committee shall be responsible for the display of grades in the Department and for forwarding the final grades to the Academic Section. The Chairman, Grade Moderation Committee shall also retain the record copies of the marks and the grades along with the statistical parameters for all the courses moderated and send a copy of the same to the Chairman, DRC.
- (b) **Scrutiny of Grades:** A student may apply for scrutiny of grades to the Chairman, DRC, by paying the specified fees, within three days from the date of scheduled display of grades. A committee consisting of the Chairman, DRC, the concerned Chairman of the Grade Moderation Committee and the Course Coordinator may check the entry of the weightage from different components of evaluation and their addition, the addition of marks in the ETE answer scripts and unchecked questions, if any. The results of scrutiny may lead to either a change in grade due to mistake(s) in any of the aspects scrutinized by the Committee or the grade may remain unchanged. The scrutinized result will be intimated to the Academic Section within three days from the date of receiving the application in the Department.

#### **25. Course Audit**

- (a) A student may register to audit a course on the advice of the Faculty Adviser. However, it will not be counted towards minimum earned credits for a given programme.
- (b) A student registered for an audit course may be awarded an AU grade if his attendance is more than 75%.
- (c) A student registered in a course may request for conversion to audit registration in that course within one week from the end of the first Mid- Term Examination and this change will be recorded in the registration record and the Grade sheet. The grades will be awarded as per Regulation 26(b).

#### **26. Earned Credits**

- (a) The credits for a course in which a student has obtained 'D' (minimum pass grade for a course) or a higher grade shall be counted as credits earned by him/her.
- (b) For the Dissertation of two-year M. Tech. Programmes, 'S' grade awarded in the third Semester shall be deemed as the Dissertation progressing satisfactorily. A student having 'U' grade for unsatisfactory progress in the Dissertation in the third semester, shall not be awarded a grade higher than B+(B Plus) in the Dissertation after its final evaluation in the fourth Semester or in a subsequent semester.

- (c) Any course in which a student has obtained E, F, I, W, and Z grades shall not be counted towards his/her earned credits.

**27. Second Examination on Medical/ Extraordinary Grounds**

- (a) If a student is absent during End- Term Examination of a course due to medical reasons or other special circumstances, he/she may apply for the award of 'I' grade to the Chairman, DRC of the concerned Department/ Academic Center offering the course, through the Course Coordinator and the Faculty Advisor, provided that he/she has attended 75% of the classes held. The Chairman, DRC may grant this request under intimation to the Academic Section. A second examination shall be held normally within ten days of the last day of the End-Term Examination to convert 'I' grade to a proper letter grade not exceeding 'B' .Under special circumstances due to the student's inability to be present at the Institute during ten days period following the last day of End- Term Examination, the Dean, AA, on the recommendation of the concerned Chairman, DRC, may extend the period for conversion of I-grade as mentioned above, to the first week of the next semester.
- (b) The application for second examination on medical grounds should be supported by a Medical Certificate of the Institute Medical Superintendent or in his/her absence by the Medical Officer of the Institute. If, however, a student is outside the Campus at the time of illness or a mishap/accident, his/her application should be supported by a Medical Certificate issued by a Medical Officer of the rank of the Deputy Chief Medical Officer or above, of the concerned District. The Institute reserves the right to accept or reject such an application and the decision of the Dean, AA shall be final in this respect.
- (c) In special cases and on the specific recommendation of the Institute Medical Superintendent, a student may be permitted to appear in his/her regular examination in the Institute Hospital.
- (d) A student who fails to appear in the Mid- Term Examination due to sudden illness or mishap/ accident and is supported by Medical Certificate as per 28(b) above, may be allowed to take another examination with the permission of the concerned Chairman, DRC.

**28. Leave (Assistantship Holder)**

- (a) Subject to his/her fulfilling the attendance requirements as detailed in Regulations 17 and 19 above, a full-time M. Tech. etc. (two year programmes) student, during his/her stay at the Institute, will be entitled to leave for 30 days (including leave on medical grounds) in an academic year. He / she will not be entitled to mid-semester breaks and summer and winter vacations.
- (b) The leave will be subject to approval of the concerned Head of the Department / Programme Coordinator.
- (c) The Department / Programme Coordinator concerned shall maintain a proper leave account of each student.

- 29. Withdrawal from a Course:** A student who wants to withdraw from a course shall apply through the Chairman, DRC, to the Dean, AA, on a prescribed form within one week from the end of the first Mid-Term Examination under the advice of his/her Faculty Advisor. If his request for withdrawal is granted, it will be recorded in the registration record of the student and the concerned Course Coordinator will be informed about it. The student will be awarded a withdrawal grade at the end of the semester.
- 30. Semester Withdrawal:** In case a student is unable to attend classes for more than twenty (20) working days in a semester, he/she may apply to the Dean, AA through the Chairman, DRC for withdrawal. However, such application shall be made under the advice of the Faculty Advisor, as early as possible, but at least seven clear days before the start of the End- Term Examination. Partial withdrawal from the semester shall not be allowed.
- 31. Scholarship/Assistantship/Prizes/ Medals**
- (a) The Institute shall award MHRD, scholarship/ assistantship/fee-waiver, SC/ST category scholarship and other scholarships as approved by the Senate to eligible students. The other scholarships may be instituted by grant from individuals, trusts, organizations and the Government with a view to provide financial assistance to needy students under the terms and conditions specified by the Institute. Announcements on these scholarships stating eligibility terms and conditions and the value of scholarships, etc. shall be made while inviting applications from time to time.
  - (b) A student may draw scholarships or stipends from outside sources with the permission from the Dean, AA.
  - (c) Awards/Prizes as approved by the Senate shall also be given to outstanding students.
- 32. Interpretation of Regulations:** In case of any dispute or difference of opinion in interpretation of these regulations or any other matter not covered in these regulations, the decision of the Chairman, Senate shall be final and binding.
- 33. Emergent Cases:** Notwithstanding anything contained in the above regulations, the Chairman of the Senate may, in emergent situation, take such action on behalf of the Senate as he deems appropriate and report it to the next meeting of the Senate for its approval.

APPENDIX –A

CALCULATION OF SEMESTER GRADE POINT AVERAGE (SGPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

$$(i) \quad SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where

$C_i$  = Number of credits earned in the  $i^{th}$  course of a semester for which SGPA is to be calculated.

$P_i$  = Grade point earned in  $i^{th}$  course.

$i = 1, \dots, n$ , represent the number of courses in which a student is registered in the concerned semester.

$$(ii) \quad CGPA = \frac{\sum_{j=1}^m C_j P_j}{\sum_{j=1}^m C_j}$$

Where

$C_j$  = Number of credits earned in the  $j^{th}$  course, upto the semester for which CGPA is to be calculated.

$P_j$  = Grade point earned in  $j^{th}$  course. A grade lower than D (i.e. grade point <4) in a course shall not be taken into account.

$j = 1, \dots, m$ ; represent the number of courses in which a student was registered and obtained a grade not lower than D upto the semester for which CGPA is to be calculated.

**Note:** Grade E & F shall not be considered for calculation of CGPA but shall be considered for SGPA

## APPENDIX-B

### GENERAL GUIDELINES FOR AWARD OF GRADES

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

- (i) All evaluations of different components of a course shall be done in marks for each student.
- (ii) The marks of various components shall be reduced to approved weightage (as decided by the DFB) and/or indicated in the scheme of Teaching and Examination and added to get total marks secured on a 100-points scale. The rounding off shall be done on the higher side.
- (iii) For less than 15 students in a course, the grades shall be awarded on the basis of natural cut-off in the absolute marks (Appendix B-1).
- (iv) For more than 30 students in a course, the statistical method shall be used for the award of grades with or without marginal adjustment for natural cut-off. The salient features of statistical method are given in Appendix B-2.
- (v) The overall distribution of different grades shall be as indicated in the statistical distribution to the extent possible. (Appendix B-2)
- (vi) For the strength of students in any course between 15 to 30, any of the above methods (Appendix B-1 /B-2) may be used for the award of grade.
- (vii) A+ (A Plus) grade shall not be awarded for percentage of marks less than 80 under any circumstance. There will not be more than 10 % (rounded off to integer value) A+ grade in any course.
- (viii) D grade shall not be awarded for percentage of marks less than 35 in any case. Further no student having 40 % or more marks would be awarded failing grade E or F.
- (ix) The provisional grades shall be awarded by the Coordination Committee of the course headed by the Course Coordinator and consisting of all the teachers involved in that course. The grades should be finalized within 3 days of the Semester examination. The Course Coordinator shall have full responsibility for this purpose.
- (x) The grades so awarded shall be moderated by a Grade Moderation Committee appointed by the DRC for that programme. This committee will finalize the grades and display a copy of the grades awarded on the Department's/Center's Notice Board. All the final grades shall be communicated to the Academic Section within seven days from the last date of the End-Term Examination. The Chairman, Grade Moderation Committee shall retain the records of all the marks and grades and shall send one copy of all records to the Chairman, DRC.
- (xi) The procedure for evaluation and award of grades for Project/Training/Seminar/Comprehensive viva-voce shall be such as may be decided by the respective DFB.
- (xii) For Dissertation, the grades shall be awarded on the basis of absolute marks (Appendix B-1). The Dissertation shall be presented before a Dissertation Viva-

Voce Board consisting of the following, for evaluation.

- (a) Head of Department or his nominee-Chairman.
- (b) One nominee of DRC.
- (c) Supervisors.
- (d) External Examiner.

The distribution of weightage for the Dissertation amongst the examiners shall be as follows:

- |                              |     |
|------------------------------|-----|
| (a) Supervisors              | 25% |
| (b) External Examiner        | 25% |
| (c) Viva-Voce Board together | 50% |

The above weightage shall be summed up and converted out of 100 marks. The grades will be awarded on the basis of absolute marks as given in Appendix B-1.

For two-years M.Tech. Degree programmes, a student securing U (unsatisfactory) grade in the third semester, shall not be awarded final grade higher than B plus (B<sup>+</sup>) in the Dissertation as a whole at the end of the fourth semester. Likewise for other PG programmes, if a student, gets U (unsatisfactory) grade in the mid-term evaluation of the Dissertation, he/she shall not be awarded final grade higher than B plus (B<sup>+</sup>) in the Dissertation.

## APPENDIX-B1

### AWARD OF GRADES BASED ON ABSOLUTE MARKS

The award of grades based on absolute marks out of 100 shall be made as follows:

Marks		Grade		Marks
91	≤	A+	≤	100
82	≤	A	≤	90
73	≤	B+	≤	81
64	≤	B	≤	72
55	≤	C+	≤	63
46	≤	C	≤	54
40	≤	D	≤	45

**Note:-**

- (1) The grade boundaries as indicated above may be marginally adjusted.
- (2) The upper and lower limits are subject to limitations of percentage of marks.

## APPENDIX-B2

### STATISTICAL METHOD FOR THE AWARD OF GRADES

For the award of grades in a course, all component-wise evaluation shall be done in marks. The marks of different components viz. Mid-Term Examinations (MTE), End-Term Examination (ETE), Course Work Sessionals (CWS), Practical Sessionals (PS) etc. would be reduced to relative weightage of each component as approved by the Senate and added. Marks so obtained shall be out of 100 and the same would be converted to grades following the guidelines given below :

For 30 or more number of students in a course, the statistical method shall invariably be used with marginal adjustment for natural cut-off. The mean ( $\bar{x}$ ) and the standard deviation ( $\sigma$ ) of marks obtained by 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 given below.

#### AWARDS OF GRADE USING STATISTICAL METHOD

Lower Range of Marks	Grade	Upper Range of Marks
	A +	$> \bar{x} + 1.5 \sigma$
$\bar{x} + 1.0 \sigma <$	A	$\leq \bar{x} + 1.5 \sigma$
$\bar{x} + 0.5 \sigma <$	B+	$\leq \bar{x} + 1.0 \sigma$
$\bar{x} <$	B	$\leq \bar{x} + 0.5 \sigma$
$\bar{x} - 0.5 \sigma <$	C+	$\leq \bar{x}$
$\bar{x} - 1.0 \sigma <$	C	$\leq \bar{x} - 0.5 \sigma$
$\bar{x} - 1.5 \sigma <$	D	$\leq \bar{x} - 1.0 \sigma$
$\bar{x} - 2.0 \sigma <$	E	$\leq \bar{x} - 1.5 \sigma$
	F	$\leq \bar{x} - 2.0 \sigma$

## APPENDIX-B3

### AWARD OF 'P' GRADE

- (a) If a student is absent during End-Term Examination of a course due to medical reasons or other special circumstances, he/she may apply for the award of 'P' grade to the chairman, DRC through the Course Coordinator and the Faculty Advisor, provided that he/she has attended 75% of the classes held.

The concerned Course Coordinator shall have to be convinced about the extraordinary circumstances and shall have to certify the attendance record before this rarely used option to award 'P' grade is recommended. The Chairman DRC may award 'P' grade.

- (b) The 'P' grade so awarded shall be notified by the Department to which the student belongs and a copy of the notification will be endorsed to the Academic Section and to the concerned Course Coordinator (e.g., the notification for 'P' grade of a Chemical Engineering student will be notified by the Department of Chemical Engineering on the recommendation of the concerned Course Coordinator, even if the course pertains to another Department).
- (c) The 'P' grade shall be converted into a proper letter grade not exceeding 'B' and shall be sent to the Academic Section within 10 days from the date on which the End-Term Examination is over and the requirements of the course are completed by the student.
- (d) In extraordinary circumstances, the period of conversion of 'P' grade may be extended to the next semester, with the approval of the Dean, AA on his own or on the recommendation of the Course Coordinator and the Head of the Department to which the student belongs.
- (e) In extra-ordinary circumstances, on the recommendation of the Dean, AA, the Director may order the award of 'P' grade to a student/class or a batch of students taking a particular course. The conversion of 'P' grade into a regular grade or any other action shall be as per direction of the Director.

**AWARD OF 'X' GRADE**

A student who is unable to complete his/her Project/Dissertation may be awarded an 'X' grade on the recommendation of an Evaluation Committee consisting of (i) The Head of the Department or his/her nominee; (ii) Nominee of the D.R.C. and (iii) The Supervisor(s) of the Project/Dissertation. The student concerned shall have to present his/her work to the Evaluation Committee for the Project/Dissertation, 4 to 6 weeks before the date of registration to the next semester.

**A student who has been awarded an 'X' grade shall be required to formally register for the next Semester and pay the requisite fees.**

The following guidelines shall be used for the award of the 'X' grade:

(i) Number of times 'X' grade may be awarded shall be as under:

For Full-time students	:	One
For Part - time students	:	Two

(ii) Grounds for award of 'X' Grade:

'X' grade will be awarded in exceptional circumstances beyond student's/supervisor's control. Normally, the following grounds may be considered for the award of 'X' grade:

- (a) Medical grounds to the satisfaction of the Institute Medical Officer and the approval of the Dean, AA.
- (b) Technical reasons/grounds such as the Supervisor/Equipment not being available.
- (c) **For Part-time Students only:** For long period assignment, on the written request of the employer of the student concerned, 'X' grade on this ground will be awarded once during the entire period of the study of the student. If the valid period of absence is more than half of the duration of a semester, the student will apply for withdrawal.

## ELIGIBILITY REQUIREMENTS FOR ADMISSION

### Essential Requirements

Candidates who possess the qualifications as given in Table-3 are eligible to apply for admission to post graduate programmes. Candidates of General category seeking admission to the PG programmes must have at least 60% marks or 6.75 CGPA on a 10-point scale at the qualifying degree level. SC/ST category candidates must have 55% marks or 6.25 CGPA on a 10-point scale. The percentage of marks will be considered as aggregate awarded in the qualifying degree examination.

The SC/ST category candidates must submit, at the time of counselling, the requisite certificates from a competent authority.

These essential eligibility requirements are also applicable to all the four categories of candidates, viz: regular, full-time sponsored, part-time sponsored and foreign candidates. Other conditions for these four categories are as follows:

#### 1. Regular Candidates

- (a) Students of relevant undergraduate programmes who have appeared or are appearing in the final year of qualifying examination may be considered on the basis of their results upto pre-final year in which the aggregate percentage should not be less than that specified above under essential requirements. However, they will be required to produce the proof of having passed the qualifying examination with the required percentage in the form of the final result normally by a specified date, announced by the institute.
- (b) Candidates having AMIE/AMIS/AMICHE/AMMIM/Grad IETE, who possess B.Sc. or Diploma in engineering and have at least three years research, teaching or other professional experience in relevant field, are also eligible to apply for admission to M.Tech. Engineering Courses.

#### 2. Full-Time Sponsored Candidates (Engineering)

- (a) The candidates fulfilling essential eligibility requirements, must have a minimum of two years of full-time work experience in responsible capacity in a Registered Firm/Company/Industry/Educational and Research Institution/Govt/Quasi Govt /Autonomous Organisation in the relevant field in which admission is being sought. The Firm/Company/Industry shall either be a public sector undertaking or a public limited undertaking registered in a stock exchange or a private concern whose annual turnover during the past two years exceeds Rs.5.0 crores (Five crores). The educational institution should be recognized by AICTE.
- (b) Non-GATE candidates may be considered, but preference will be given to those candidates who are GATE qualified.
- (c) Candidates must submit the sponsorship certificate duly signed by the Head of the Institution/Organisation on the prescribed proforma, at the

time of counselling.

- (d) A few candidates fulfilling essential eligibility requirements may also be admitted under QIP, Early Faculty Induction Programme (EFIP) of AICTE and Defense Research & Development Organisation Schemes, for which separate admission procedure may be followed. Under QIP Scheme, admissions are offered after selection by National QIP Coordination committee (NQCC) through screening and interview.

### **3. Part-time Sponsored Candidates**

(Only for Engineering )

- (a) Candidate fulfilling the essential eligibility conditions and the requirements as given in 2(a) above for Full-time sponsored candidates, be admitted provided that such an organisation must be located at Jaipur at within a 50 km radius from Jaipur, where admission is sought.
- (b) The requirements as given in (2b) above for Full-time sponsored candidates shall be applicable.
- (c) There will not be any age restriction, but, preference will be given to those who are below 45 years of age.
- (d) For admission to a postgraduate course as a part-time student, a certificate from the Head of the Institution/Organisation on the prescribed proforma must be submitted at the time of counselling.
- (e) For part-time students, the concerned Department will draw up the detailed academic programme.
- (f) The part-time student will be required to attend all lectures/tutorials/practical classes for the courses prescribed for them and must satisfy the attendance requirements.
- (g) The part-time students will not be eligible for any scholarship/ assistantship/ prize, medals etc.
- (h) The status of a part-time student will not be changed from part-time to a regular full-time.
- (i) Members of the Staff of the MNIT, Jaipur should submit the sponsorship certificate from the Registrar and the Staff working in different projects in the Institute should submit the sponsorship certificate from the appointing authority.

### **4. Foreign Candidates**

- (a) Foreign candidates seeking admission to postgraduate courses should apply through the Govt. of India, if they wish to come through any govt. supported programmes or under Cultural Exchange Programmes or through Educational Consultants (India) Ltd., New Delhi or any such government/government approved schemes. They may seek necessary help from the Indian Embassy in their country or their Embassy in India. In addition to these avenues, a provision of direct admission for Non-Resident

Indians (NRI's) and Self Financing Foreign National candidates exists for Postgraduate and Research degree programmes in Engineering, Information Technology, Architecture and Sciences including MBA.

Foreign candidates should fulfill following requirements:

- (i) Qualifications equivalent to educational qualifications required for admission to a PG Programme. (DRC shall evaluate the eligibility and recommend for admission to Dean, AA).
  - (ii) Proof of proficiency in English.
  - (iii) GRE score where applicable.
  - (iv) Certificate of good conduct and character certificate from the Head of the Institution last attended.
- (b) Foreign candidates will be admitted only after obtaining the clearance from the Govt. of India. Foreign candidate's, with provisional student's visa only are eligible for admission.
- (c) Foreign candidates are required to undergo medical examination as per medical rules prescribed by the Central Government for foreign students and have to undergo test for HIV and NICD, New Delhi within one month of their admission. The admission of foreign candidates would be confirmed only after medical examination and the test report regarding HIV.

## APPENDIX-D

### STRUCTURE/SCHEME OF M.TECH. IN ENGG.

The duration of M.Tech Programme shall be 24 months (4 Semesters) duration to strengthen project work (Dissertation) as per policy guidelines issued by MHRD, Government of India, with effect from the session 2002-03.

The Maximum duration for award of Full-Time and Part-Time M.Tech. Degree shall be 6 and 10 semesters, respectively.

The minimum duration of Part time programme is 3 years.

**HS-501:** Technical Communication course for all post graduate programmes in Engineering, and management shall be optional with 2 credit weightage. This shall be run entirely by the Department of Humanities and Social Sciences. The course shall be scheduled in the Time Table so as not to disturb the normal working of the other Departments. The credits shall be included in the requirement of total credits in the concerned programme. This course shall be run in both Autumn and Spring Semesters of each academic session. The Faculty Advisor of the students shall advise the students weak in communication to opt for this course.

#### (A) M.Tech. Programmes:

The structure of 4 Semesters M.Tech. programmes shall be as follows :

<b>Semester I</b>	:	<b>Total Credit 20-25</b>
<b>Semester II</b>	:	<b>Total credits 20-25</b>

Institute core courses except HS 501 Technical Communication shall be the same as in the existing system. (Please see Table-1)

Minor specialisation courses : 4-8 credits.

Major specialization courses : 20-28 credits.

Project of 4-8 credits may be offered either in II or III semester of the M.Tech. Programme.

The sum total credits for I and II semester together shall be between 44 and 48 credits.

<b>Semester III</b>	:	<b>Total credits 20-24</b>
<b>Semester IV</b>	:	<b>Total Credits 20-24</b>

Total credits for Semester III and IV put together shall be between 44 to 48.

Seminar (write up, presentation for evaluation): 4 credit **Project:** 4-8 credits, if not included in II Semester.

Course Unit to be decided by the Department for each programme: 0-4 credits (optional for the Department).

**Dissertation :** The credits for dissertation in Semester III & IV taken together shall be between 32 and 40.

The topic of dissertation shall be decided **in the 2<sup>nd</sup> semester.**

The portion of dissertation work of 8-16 credits, carried out in III semester, shall be examined at the end of III Semester and the evaluation shall be recorded as Satisfactory or Unsatisfactory with Grades 'S' or 'U', respectively.

If the dissertation of a student is graded unsatisfactory (U), he/she shall cease to get scholarship/assistantship in the IV Semester.

For the calculation of SGPA and CGPA of III Semester, only the credits of Seminar, Project (if not offered in II Semester), one course unit (if approved by the Deptt.) and Technical Communication (if not opted in I or II Semester) shall be taken into account.

Dissertation work done in the III and IV Semester shall be submitted in the form of a Write up, which shall be presented for evaluation as a whole at the time of final Viva-Voce Examination at the end of IV Semester.

If a student gets unsatisfactory (U) grade in the Dissertation in the III Semester, he/she shall not be awarded the final Grade higher than B Plus (B<sup>+</sup>) in the Dissertation as a whole at the end of IV Semester.

The Dissertation Viva-Voce Board shall consist of the following:

(i)	Head of the Deptt. or his nominee	Chairman
(ii)	One nominee of DRC	Member
(iii)	Supervisors	Member
(iv)	External Examiner	Member

The distribution of weightage of marks for the Dissertation amongst the Examiners shall be as follows :

(i)	Supervisors	25%
(ii)	External Examiner	25%
(iii)	Viva-Voce Board together	50%

The above weightage shall be summed up and converted out of 100 marks. The grades will be awarded on the basis of absolute marks as given in Appendix-B 1:

Normal vacations should be utilised for completion of requirements of the PG programmes.

A minimum of total course credits to be earned by a student for the award of the M.Tech. Degree shall be 88 with the minimum CGPA requirement of 5.5.

In the PG degree programme, a student who discontinues at the end of 3<sup>rd</sup> semester with acceptable performance (CGPA  $\geq$  5.5) may resume the work (dissertation) later as per regulation in force subject to his satisfying the duration-limit.

**Table 1 : STRUCTURES OF VARIOUS POST GRADUATE PROGRAMMES**

**(A) M. Tech.**

**Minimum Duration : 4 Semesters (Full Time); 6 Semesters (Part-Time)**

**Maximum Duration : 6 Semesters (Full-Time); 10 Semesters (Part-Time)**

**Requirements for Award of Degree : Total Credits: 88-96; CGPA  $\geq$  5.5 + other requirements**

S.No.	Course Components	Credits
1.	Advanced Courses in Mathematics	4-8
2.	Courses on Modelling, Simulation and Computer Applications.	4-8
3.	Departmental Core Course	4
4.	Courses in Major Area of Specialisation (Major Electives) – Departmental	20-28
5.	Courses in Minor Area of Specialisation (Minor Electives)- Departmental	4-8
6.*	Additional Course – interdepartmental one in 3 <sup>rd</sup> Semester and one in 4 <sup>th</sup> Semester	4-8
7.	Project	4-8
8.**	Seminar and Dissertation	32-40

\*The student is required to obtain atleast C Grade or above. The grade obtained in these courses shall not count towards the final CGPA.

\*\*With the permission of the Supervisor & Head of the Department the student may be permitted to spend upto 6 months in a CSIR Laboratory, Defence Research Laboratory, Hyderabad, Atomic Energy Research Organisation or Associates, ISRO, MEDHANI, Hyderabad, and NEERI for dissertation work. The student will have to obtain a certificate of duty from the Director/Head of the above referred Laboratories/ Institutions.

Table 1

**(B) M.B.A.**

**Minimum Duration: 4 Semesters (2 Years)**

**Maximum Duration: 6 Semesters (3 Years)**

**Requirements for Award of Degree ;Total Credits: 102; CGPA  $\geq$  5.0 + other requirements**

<b>S.No.</b>	<b>Course Components</b>	<b>Credits</b>
1.	Preparatory Mathematics	Non-credit
2.	Departmental Core Courses	58
3.	Summer Training	2
4.	Specialization/Open Electives	36
5.	Project/Seminar	6

**Table 2 : GRADING OF ACADEMIC PERFORMANCE**

<b>Academic Performance</b>	<b>Letter Grades</b>	<b>Grade Points (p)</b>
Outstanding	A+	10
Excellent	A	9
Very Good	B+	8
Good	B	7
Average	C+	6
Below Average	C	5
Marginal	D	4
Poor	E	2
Very Poor	F	0
Audit	AU	-
Incomplete Course	I	-
Incomplete Project/Dissertation	X	-
Satisfactory (only for Dissertation)	S	-
Unsatisfactory (only for Dissertation)	U	-
Withdrawal	W	-
Non – completion of Course requirement and/or Training	Z	-

Note:

1. Pass Grade is Grade D and higher grades
2. Grades E and F are fail grades.
3. Student detained for not fulfilling the attendance requirements shall be given F grade

**Table 3: Post Graduate in Engineering and Management**

<b>S.N</b>	<b>Academic Department</b>	<b>Post Graduate Programme</b>	<b>Minimum duration (semester)</b>	<b>Minimum Educational Qualifications.</b>
1.	Civil Engg.	Water Resource Engg.	4	Bachelors Degree in Civil Engg.
2.	Civil Engg.	Environmental Engg.	4	Bachelors Degree in Civil/ Electrical/ Chemical/ Mechanical/ Metallurgical Engg./ M.Sc. in Chemistry or Geology
3.	Civil Engg.	Transportation Engg.	4	Bachelors Degree in Civil Engg.
4.	Electrical Engg.	Power System Engg.	4	Bachelors Degree in Electrical Engg.
5.	Electronics & Communication Engg.	Electronics & Communication Engg.	4	Bachelors Degree in Electronics & Communication Engg. / Electrical Engg.
6.	Mechanical Engg.	Manufacturing Systems Engg.	4	Bachelors Degree in Mechanical/ Production/ Industrial Engg.
7.	Metallurgy Engg.	Non-Ferrous Metallurgy	4	Bachelors Degree in Metallurgical/Mechanical/ Chemical Engg. /M.Sc.(Physics/Chemistry) with Physics, Chemistry and Mathematics at Degree level with GATE Score
8.	Structural Engg.	CAD in Structural Engg.	4	Bachelors Degree in Civil Engg.
9.	Department of Management Studies	Master of Business Administration	4	B.E./AMIE



## EXPLANATION

### **'E' and 'F' Grades**

The 'E' and 'F' grades denote poor and very poor performance, i.e. failing a course. 'F' grade is also awarded in case of poor attendance (see Attendance Regulation). A student has to repeat all compulsory (core) courses in which he/ she obtains either 'E' or 'F' grades, until a passing grade is obtained. However, if 'E' or 'F' grade is awarded to a student in Major Project Part-II, he/she will not be eligible to repeat the same and will not be eligible for the award of degree.

For the other (elective) courses in which 'E' or 'F' grades have been obtained, the student may take the same course or any other course from the same category. Further, 'E' or 'F' grade secured in any course stay permanently on the grade card. The weightage of these grades is not counted in the calculation of the CGPA, however, these are counted in the calculation of the SGPA.

### **AU Grade**

This grade is awarded to an audit course as specified in Regulation 23 (b) and is not counted in the computation of SGPA / CGPA.

### **'I' Grade**

This refers to an **'incomplete'** grade in a course other than Project/Dissertation, which is awarded as per guidelines given in Appendix-BS. It is required to be converted into a regular grade later on.

### **'W' Grade**

This refers to withdrawal from a course other than Dissertation, which is allowed upto one week after the end of the first Mid-Term Examination with the prior permission of the Course Coordinator.

### **'X' Grade**

This grade is awarded for incomplete Project/Dissertation work as per guidelines given in Appendix-B4 and will be converted to a regular grade on the completion of the Project/ Dissertation work and its evaluation.