ORDINANCES

O.1 The provisions contained in these Regulations govern the conditions for imparting courses of instructions, conducting examinations and evaluation of students' performance leading to the degree of Master of Technology (M.Tech). These Regulations are effective for the batches of students admitted in the Academic Session 2019-20 onwards.

O.2 Discipline/Specializations: The disciplines and the specializations in which the courses of study are available and degrees will be offered are:

I. Civil Engineering (CE)
 (i) Water Resources Engineering (WRE)
 (ii) Structural Dynamics & Earthquake Engineering (SDEE)
 (iii) Transportation Engineering (TE)
 (iv) Geotechnical Engineering (GE)
 (v) Structural Engineering (SE)

II. Computer Science & Engineering (CSE)
 (i) Computer Science & Engineering (CSE)

III. Electrical Engineering (EE)
 (i) Power and Energy System Engineering (PESE)
 (ii) Control & Industrial Automation (CIA)

IV. Electronics & Communication Engineering (ECE)

 (i) Microelectronics & VLSI Design (MEVD)
 (ii) Communication & Signal Processing Engineering (CSPE)

V. Electronics & Instrumentation Engineering (EIE)
 (i) Instrumentation Engineering (IE)

VI. Mechanical Engineering (ME)
 (i) Thermal Engineering (ThE)
 (ii) Design & Manufacturing (DM)
 (iii) CAD-CAM & Automation (CCA)
 (iv) Materials and Manufacturing Technology (MMT)

   New discipline/Specialization may be added in future with the approval of the competent authority. Likewise, a Program may also be temporarily suspended if the situation so arises.

O.3 The number of seats in each Program (specialization) for which admission is to be made will be decided by the Senate. Seats are reserved for candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Persons with Disability (PwD) etc. as per the Government of India orders from time to time. Furthermore, 15% supernumerary seats are also available under ICCR, DASA, Study in India or any other similar programs for foreign nationals/persons of Indian origin/NRI/overseas citizens of India as per schemes.

O.4 The Program is monitored by the Departmental Postgraduate Program Committee (DPPC). Composition of DPPC, along with its functions, is given in Annexure I

O.5 The provisions of these Regulations shall also be applicable to any new discipline(s) that is(are) introduced from time to time and added to the list in Sec. O.2.

O.6   Supplementary Regulations, whenever necessary, may be framed and implemented by the Senate from time to time.

O.7   Notwithstanding all that have been stated in these Regulations, the Senate has the power to modify any of the clause(s) from time to time.

O.8   In the event of occurrence of any doubt/ambiguity in the interpretation of any clause of the Regulations and also with any matter pertaining to M.Tech. Program which has not been covered by the Regulations, the decision of the Chairman, Senate shall be final.

O.9   A student becomes eligible for the award of M.Tech. degree, if he/she
  (a)   fulfills all the academic requirements prescribed in the Regulations; such as, in addition to the course works, the student has to submit a thesis embodying the findings of his/her project (research). The thesis should make an original contribution of high quality to the advancement of knowledge as judged by experts in the relevant area.
  (a)   no disciplinary action pending against him/her.
  (b)   no dues to the institute, department, hostels etc.

O.10   The award of M.Tech. degree must be recommended by the Senate and approved by the Board of Governors (BOG) of the Institute.

O.11   Legal disputes, if any, shall be under the jurisdiction of Silchar court(s) of Cachar district in the state of Assam only

REGULATIONS

R.1   Qualification for Admission

Students seeking admission to M.Tech. Program must satisfy the following criteria:

Bachelor's degree in Engineering/Technology or equivalent in an appropriate area, with at least 60% marks or 6.5 CPI/CGPA on a 10 point scale with a valid GATE score in the appropriate area. A relaxation of 5% marks or 0.5 in CPI/CGPA on a 10 point scale, as the case may be, may be extended to the candidates belonging to SC/ST/PWD categories. However, the concerned Departments may specify additional requirements over and above these minimum requirements. GATE score for candidates seeking admission under various foreign students' schemes as well as other than Regular (Full-time) is not mandatory.

R.2   Various Categories of Students and Admission Procedure

(a)   Regular (Full-time)

These are the students who work full time for their M.Tech. Program. Their admissions to the Program will be as per guidelines of CCMT (Centralized Counselling for M.Tech./M.Arch./M.Plan.) or as prescribed by the MHRD and is admitted on the basis of selection made by the centralized counselling. In the event of existence of vacancies after the centralized counselling, the Institute may arrange for counselling of its own.

(b)   Sponsored (Full-time)

A candidate, in this category, is sponsored by a govt/semi-govt/public sector organization for admission on a full-time basis. He/she must be a regular employee of the concerned organization and have at least one year of working experience in the respective field/area at the time of application. Sponsorship letter (Form I) needs to be attached along with the application for consideration.

(c)   Sponsored (Part-time)

This category refers to the candidates who are professionally employed and can attend classes at the Institute while employed. These students need to attend regular classes as per the class schedule. The applicant must be a regular employee of a govt/semi-govt/public sector organizations with at least one year of experience at the time of application, and be engaged in professional works related to the discipline in which admission is sought. A no objection certificate (Form II) needs to be enclosed along with the application.

(d)   Project Staff

This category refers to the candidates who are working on sponsored projects in the Institute and desirous to join the Program as a part-time student. The left-over duration of the project at the time of admission needs to be at least one year. A no objection certificate (Form III-A) is to be attached with the application.

(e)   Institute Employees

A regular employee of the Institute may be sponsored as a part-time students by the Director, on recommendation of Head of the Department/section in which the employee is working. The employee must have completed at least two years of continuous service in the Institute at the time of admission. A no objection certificate (Form III-B) is to be attached with the application.

For admission under categories (b)-(e), necessary advertisement shall be published at the Institute web site, at appropriate time.

R.3   Financial Support

Students under Regular (full-time) category may be considered for assistantship as per guidelines of Ministry of Human Resources Development (MHRD)/CSIR/UGC/similar organizations. Students under project staff category shall continue to receive financial assistance from the projects, if any, but will not get any additional assistance from the Institute. No financial assistance from the Institute will be available to any other category of students

An otherwise eligible student is permitted to draw assistantship only upto the date of assessment of final project phase or two years, whichever is earlier. Students receiving assistantship from the Institute or from any other funding agencies will be required to perform academic duties assigned to them by the departments as per rules in force from time to time. The continuation of the assistantship will be subject to satisfactory academic progress as well as performance such as securing a minimum CGPA of 6.0, satisfactory project progress or on the academic duties assigned. Moreover, if the intermediate project progress is unsatisfactory, the assistantship, if any, may be withdrawn until next satisfactory progress and is within two years from the date of admission.

R.4   Semesters: Odd and Even

The Institute follows a credit based semester system. There are two regular semesters in a year: odd semester (July-November) and even semester (January-May).

R.5   Academic Calendar

Each academic session is divided into two regular semesters of approximately 16 weeks duration: an odd semester and an even semester. The senate approved schedule of academic activities for a session, including dates of registration, mid-semester, and end-semester examinations etc. shall be laid down in the Academic Calendar for the session.

R.6   Program Coordinator

For each and every Program (specialization), there shall be a Program coordinator to be appointed by the Head of the Department. The role of the Program Coordinator is the overall coordination under the supervision of DPPC in all matters related to the concerned Program.

R.7   Program Structure

Every M.Tech. Program shall consist of core courses, elective courses, seminars, laboratory, and project work. Each course shall normally be assigned credits points as follows:
a) 1 credit per lecture hour per week
b) 1 credit per tutorial hour per week
c) 1 credit per two hours/2 credits per 3 hours laboratory per week

The students will be required to complete 50 credits of loads, of which 36 credits shall be through course work (theory, seminar, and laboratory) and 14 credits through project (research) as per curriculum of the program. Normally, a full-time and a part-time student shall complete the course work during the first two and three semesters, respectively.

In addition to the prescribed academic courses, every student must successfully complete all Extra Curriculum Activity (EAA) as per curriculum to be eligible for the award of the degree. The class timing of the EAA courses may be chosen differently from the other academic courses, depending on weather conditions.

R.8   Program Duration

For a full-time student, the minimum and maximum durations for completion of the program is 4 and 6 semesters, respectively. For a part-time student, these durations are 6 and 8 semesters, respectively.

R.9   Enrolment and Registration

R.9.1   A student selected for admission has to enrol to the program, in person, on the day fixed for this purpose after paying the due fees.

R.9.2   After enrolment, every student is required to register, in person, for the approved courses (including project) as per the advice of the Program coordinator at the commencement of each semester on the day fixed for such registration and notified in the Academic Calendar until he/she completes his/her program. The Dean (Academic) may cancel the registration of one or more courses/project phase, if they are found to violate some rules or if there are restrictions imposed due to disciplinary reasons.

R.9.3   There are two parts to the registration process: academic registration and administrative registration. Academic registration involves selection of courses consistent with the specific program of study as per rules. Administrative registration involves payment of requisite fees along with outstanding dues, if any, and submitting the filled-in registration form complete in all respect to the office of the Dean (Academic). The responsibility for completing both parts of the registration process rests with the students. The Dean (Academic) may cancel the registration of one or more courses (including project) if they are found to violate some rules or if there are restrictions imposed due to disciplinary reasons. **If a student fails to register during any semester without valid and cogent reasons, his/her studentship is liable to be cancelled.**

R.9.4   A full-time student shall register for a minimum of 14 and a maximum of 18 credits of course work per semester. For part-time students, the minimum and maximum course work per semester shall be 9 and 12, respectively.

R.9.5   Registration for the project shall commence from the third/fourth semester for the full-time/part-time students. A student shall register for the entire project credit (14) in each stage of the project phases. Other than the final stage, project performance shall be graded either satisfactory or unsatisfactory, which shall not be counted toward SGPA/CGPA calculation. The DPPC shall frame a suitable guideline for satisfactory/unsatisfactory assessment of intermediate project evaluation. For an unsatisfactory/failed project performance, the student has to repeat the corresponding project phase. Countable grade for the project shall be awarded only after the evaluation of the final phase.

R.9.6   Students who do not register on the day announced for the purpose may be permitted to register late by the Dean (Academic) under special circumstances only on payment of a fine, unless the fine is waived. Normally, no late registration shall be permitted after the due date from the scheduled date, except in special cases like those
   (i)   dictated by counseling authorities in first semester. Normally, the first semester course registration date(s) shall primarily be dictated by the counselling schedule, which may be different from the date(s) specified in the academic calendar. After the enrolment (admission), the academic section shall notify the dates and procedure for the same.
   (ii)   a serious and genuine medical illness of self
   (iii)   a family calamity or natural calamity stopping the candidate to report for registration on the scheduled date
   (iv)   participation in a national/international event/internship etc. with prior permission from the Dean (Academic).
   Permission from Dean (Academic) is needed for late registration.

R.9.7   The minimum percentage of attendance requirement of a student registering late will be calculated from the date of their registration. But, no special consideration is admissible in the matter of assessment/evaluation or grading. Normally, late registration is permitted till a specified date as per academic calendar.

R.9.8   Under very exceptionally, unforeseen, and unavoidable circumstances late registration beyond the specified deadline may be allowed on case-to-case basis by the Dean (Academic)/Chairman, Senate. This is possible only when the reasons cited are genuine and the authorities are satisfied with the same. In this case, the total attendance requirement shall be calculated from the last date of late registration as per academic calendar.

R.9.9   Only those students will be permitted to register in the next semester who have
   (a)   Fulfilled the minimum academic requirements (CGPA 6 and above) for continuing in the programme in any semester.

    (b) Cleared all dues of the Institute, hostel, and library and fines (if any) of the previous semesters.

    (c) Paid all required advance payments of the Institute and hostel dues for the current semester.

    (d) Not been debarred from registering on any specific ground.

R.9.10 A failed/W-graded elective subject may be replaced by another elective subject from within the same group.

R.9.11 Along with the project, a student may also be permitted to register for course work subject to fulfilment of minimum SGPA/CGPA requirement and credit restriction.

R.10   Supervisor/Cosupervisor/Joint Supervisor

Every student admitted into the M.Tech. Program of the Institute must carry out his/her project (research) under the supervision of at least one faculty member of the department which admits the students. This faculty member will be called the Supervisor of the student. The student may also have a second person (Cosupervisor) from the same or another allied department of the Institute. The second person can also be a Scientists/faculty members from well-known Industries or other Academic/Research Institutes. In that case, the second person shall be designated as the Joint supervisor (Jt supervisor). Written consent of the proposed Joint supervisor is to be submitted (Form IV) to DPPC for consideration and approval by the Chairman, Senate. All the administrative responsibilities related to the Program of the student, however, shall lie with the supervisor. In no case, more than two persons are permitted to get associated with a student as supervisor and/or Cosupervisor/Jt. Supervisor.

R.11   Appointment of Supervisor/Cosupervisor/Jt. Supervisor

Departmental Post-graduate Program Committee (DPPC) shall evolve modalities for appointing Supervisor/Cosupervisor/Jt. Supervisor, keeping in view the student's aspirations and faculty interest. The DPPC will coordinate this activity and will formally communicate the appointment of the Supervisor/Cosupervisor/Jt. Supervisor to all concerned, along with the Academic section of the Institute.

R.12   Course Assessment

There will be continuous assessment of performance throughout the semester and grades will be awarded by the concerned course coordinator/instructor or the appropriate committee appointed for this purpose for various category of courses as follows:

R.12.1 Theory Subjects

(a) The evaluation will be based on the performance on minor test, mid-semester examination, end semester examination, and internal assessment. The combined assessment of minor test and internal assessment is known as sessional assessment.

(b) The sessional assessment is based on the performance in class test/quiz/viva/assignment/class impression/attendance etc. as decided by the DPPC and declared at the beginning of the semester by the concerned course coordinator.

(c) The overall performance in a course is decided by the following component-wise weightage

Component	% Weightage
Sessional assessment	20
Mid semester exam	30
End Semester exam	50

R.12.2   Practical subjects

The evaluation will be on the basis of attendance, assessment of the tasks assigned including experimental works, and the test/exam/viva/report to be decided by the concerned departmental/ course coordinator. As such, the assessment procedure may vary from department to department and instructor to instructor. However, the evaluation procedure needs to be declared by the course coordinator at the beginning of the semester. The assessment pattern will be as follows:

Assessment	Duration	Weightage (%)
Continuous Assessment	-	50
Semester Examination	2 or 3 Hour	50

End semester practical examinations shall be conducted by the department and the necessary modalities shall be framed by the concerned DPPC.

R.12.3   Seminar(s)

The evaluation will be done by a committee constituted by the department or the course coordinator. The evaluation will be on the basis of presentation, report, and any other task assigned by the coordinator/committee etc. However, the evaluation procedure needs to be declared by the committee/coordinator at the beginning of the semester.

R.12.4   Extra Academic Activity (EAA) Courses

As per curriculum, there may be some EAA courses which are non-credit but mandatory. These courses shall also have syllabus and examinations like a laboratory course. For this category of courses, instructions shall be imparted and practice supervised by the concerned instructor. Students shall be awarded PP grade for passed (successful) or NP grade for not passed (unsuccessful), which shall be recorded in the Grade card but not taken into account for computation of the SGPA (semester grade point average) and CGPA (cumulative grade point average).

R.12.5   Project

The project shall be divided into two/three phases for the full-time/part-time students, to be offered one phase in one semester. However, the students are to submit a consolidated thesis at the end of his/her final project semester. Normally, the project is to be completed in two and three semesters by the full-time and part-time students, respectively. But, a consolidated thesis is to be submitted at the end of the final project semester.

   Usually, the project work is to be carried out in-house (Institute). However, a part of the project may also be carried in well-known Industries or other Academic/Research Institutes for a period not more than six months. Patents/publications, if any, of such collaborative research shall have to be copyrighted jointly by NIT Silchar and the concerned industry or other Academic/Research Institutes. If required, a joint supervisor from the concerned R&D organization may also be appointed on submission of Form IV. The supervisor shall coordinate such collaborative work. The student can draw their admissible financial support, if any, after submitting monthly progress report through the Supervisor.

R.13   Attendance

A student having less than 75% attendance shall be debarred from appearing the end-semester exam. His/her registration for that course shall be treated cancelled and is awarded "W" grade (registration cancelled for want of minimum attendance). This 'W' grade shall appear in the grade card. The name of

the students who have attendance less than 75% in a given course shall be announced in the class by the teacher himself/ herself on monthly basis from the date of starting of classes. The minimum attendance requirement is also applicable to EAA courses. For the purpose of calculating percentage attendance, there shall be a cutoff date as per the academic calendar.

However, under exceptional situations, a committee comprising of the Chairman, Senate, Dean (Academic), and the concerned Head of the department may consider condoning of the required attendance.

R.14 Leave Rules

A Regular full-time student is entitled to 30 days of annual leave in an academic year (July-June). Upto 15 (fifteen) days of unused leave in a year can be accumulated and carried forward to the next academic year. This means a maximum of 45 days leave only may be available at a given time during the entire Program period.

Holidays, including Saturdays and Sundays, during the leave period are counted towards leave. However, prefixing/suffixing of holidays with leave period is/are allowed. Form NITS/AC/105-MTech is to be used to apply for annual leave. Head of the Department may sanction leave upto fifteen days. Beyond 15 days, Dean (Academic) sanctions the leave. They are not entitled to avail any vacation. Unauthorized absence may lead to disciplinary action to be decided by the Chairman, Senate. The concerned Department shall maintain all leave records.

Case specific additional leave, if any, as per decisions of the Senate may also be granted in addition to the 30 days of annual leave.

R.15 Internship/Conference/Seminar/Workshop etc

Internship or participating conference/seminar/workshop etc. are not mandatory requirements for the award of the degree. However, a student may be permitted to carry out internship in a well-known industry or other Academic/Research organizations upto a maximum of 6 weeks, availing his/her annual leave/leave without assistantship and preferably during the vacation period. Similarly, permission may also be granted to attend conference/seminar/workshop etc. availing annual leave/leave without assistantship. All such permissions shall be sanctioned by the Dean (Academic).

R.16 Temporary Withdrawal

A student may be permitted to withdraw temporarily from the Institute on the following grounds:

R.16.1 Serious or prolonged illness or grave calamity in the family. Maximum permissible withdrawal period for such grounds is two consecutive semesters.

R.16.2 If a full-time student wants to join a job in a well-known industry or other academic/research Institute after completion of the course during the first two semesters, he/she may apply for temporary withdrawal to the Dean (Academic). Maximum permissible withdrawal period under this ground is consecutive two semesters. Within the withdrawal period, he/she can apply to the Dean (Academic) as a sponsored candidate along with necessary NOC (Form V) from the employer and complete the project. The minimum and maximum durations for project completion by such a sponsored student is 1 and 2 years, respectively.

R.17   Examination System

In assessing the students' attainment in subjects (Theory and Practical), seminars, project work, EAA etc. the system of continuous assessment is adopted by the Institute. A student may be debarred from appearing in any of the examination/assessment due to the following reasons:

    (a)   A prohibitive disciplinary action/pending disciplinary action

    (b)   Attendance has not been satisfactory during the semester

R.17.1   Theory Courses

In conformity with practice of the Institute, there will be one mid semester examination and one end semester examination for every theoretical subject, in addition to minor test, and internal assessment. The mid semester and the end semester examination will be conducted centrally by the Academic Section of the Institute. The minor test shall be conducted by the concerned department/course coordinator, while the class tests or quizzes will be organized by the concerned teacher/course coordinator.

The Institute shall provide sick room facility inside the Institute building or in a nearby hospital as deemed convenient by the Institute to assist students who may fall sick during the examinations. The examinations will normally be "closed book type" where the students are not permitted to bring any study material. All necessary charts and tables will be provided by the Institute. If recommended by the course coordinator, data sheets certified by the course coordinator without any marking and in the book form is only permitted. No photocopy of data book shall be allowed to be used in the examination hall. It is the course teacher's responsibility to recommend the material to be provided, and to check with the Examination office that the arrangement has indeed been made. While normal scientific calculators are permitted, other electronic devices such as programmable calculators and calculators containing communication devices, MOBILE phones are strictly forbidden. Any exception to these provisions must be specially approved by the Senate. All question papers submitted by the teachers will be treated as "confidential documents" till the end of the examination of the subject concerned. It is an open document after the examination is over.

R.17.2 Seminar, Laboratory, and EAA courses

R.17.3 No centralized examinations shall be arranged for these courses. The concerned Department/course coordinator shall arrange for all the assessment components in appropriate and suitable times. Project

Thesis Preparation and Submission: The students shall prepare and submit the thesis as per guidelines and submit the thesis (with acceptable similarity report as decided by the Senate from time to time) for evaluation, along with the soft copy, to the Program Coordinator at least 7 days prior to the date of final evaluation. The Thesis shall be modified as per suggestions/advices, if any, of the evaluation committee and submitted within 7 days from the date of evaluation. Apart from the requirement of the department and supervisor(s), a copy of the final thesis (with acceptable similarity report), along with its (thesis) soft copy be submitted to the central Library.

Evaluation: Apart from regular monitoring by the Supervisor/Cosupervisor/Jt. Supervisor, each phase shall be evaluated at the end of the semester by a committee constituted by the DPPC. Respective evaluation committees shall be as follows:

Evaluation committee (Other than the final phase)

(a) One senior faculty member from the concerned department : Chairperson
(b) One or more Experts from the concerned department : member(s)
(c) Supervisor and Cosupervisor, if any : member(s)
(d) One faculty member from another allied department : member

Evaluation committee (Final phase)

(a) One senior faculty member from the department : Chairperson
(b) One or more Experts from the concerned department : member(s)
(c) One faculty member from another allied department : member
(d) One external expert : member
(e) Supervisor and Cosupervisor, if any : member(s)

The external expert at sl (d) of the evaluation committee (final phase) shall be approved by the Dean (Academic). For this purpose, the Chairman, DPPC shall propose a panel of 3 experts from reputed and well known Institute/industry. In addition to the above evaluations, department may arrange mid semester evaluation in each phase as well.

Marks Distribution for Evaluation of Final Phase

Component	Weightage (%)	Remarks
Supervisor	40	Supervisor shall award an overall assessment mark after due consultation with Cosupervisor/Jt. Supervisor, if any.
External expert	30	Overall assessment
Other committee members	30	Overall assessment
Total Marks	100	

The concerned DPPC shall formulate rubrics for evaluation for various weightages.

R.18   Grading System

Based on the performance of a student, each student is awarded a final letter grade in each subject, including project, at the end of the semester. The letter grades and the corresponding grade points are as follows:

Grade	Grade Points	Remarks
AA	10	
AB	9	
BB	8	
BC	7	
CC	6	
CD	5	
DD	4	
F	0	Fail
W	0	Registration cancelled due to lack of minimum attendance (Fail)

Satisfactory/ unsatisfactory	---	This grades are awarded only to intermediate project evaluation, which have no grade points and is not to be counted towards SGPA/CGPA computation.

A student passes the course if he/she gets any grade in the range of AA to DD, but fails if he/she gets the F/W grade. Attending end semester exam is a must to be eligible for a pass grade. Irrespective of performance in all other components, an F grade is automatically awarded to an absentee in the end semester examination in a given course. In addition, there shall be one transitional incomplete grade (I grade), eligible for one repeat end semester examination. I grade may be awarded in specific cases only.

R.19   I Grade

I grade (theory, laboratory, seminar, project) may be awarded to a student if the student was compelled to remain absent from the end semester examination on account of
➢   Illness or accident which disabled him/her from appearing the examination
➢   A calamity in the family at the time of the examination, which, in the opinion of theInstitute/course coordinator, required the student to remain away from the campus
A student will be eligible for the award of I grade only if his/her attendance at classes and performance in other components of assessment are complete and satisfactory in the opinion of the course instructor/supervisor as the case may be.

An awarded I grade must be converted by the concerned course instructor/committee to an appropriate letter grade and communicated to the Academic Section within the prescribed date. Any outstanding 'I' grade after the prescribed date will be automatically converted to F/unsatisfactory grade, as the case may be.

R.20   Conversion of Grades

Wherever it is expedient to convert the SGPA/CGPA into percentage of marks, the obtained SGPA/CGPA may be multiplied by 10. For example, SGPA/CGPA 5.5 is equivalent to 55%.
R.21   Semester Grade Point Average (SGPA)

SGPA will be computed for each semester as follows:

$$\text{SGPA} = \frac{C_1 G_1 + C_2 G_2 + \cdots + C_n G_n}{C_1 + C_2 + \cdots + C_n}$$

where n is the number of courses registered for the given semester, C_i is the total credit allotted for the ith course, and G_i is the grade points (as defined in R.18) awarded to the ith course.

R.22   Cumulative Grade Point Average (CGPA)

The CGPA gives the cumulative performance of the student from the first semester up to the end of the semester to which it refers, and will be calculated as follows:

$$\text{CGPA} = \frac{C_1 G_1 + C_2 G_2 + \cdots + C_m G_m}{C_1 + C_2 + \cdots + C_m}$$

where m is the number of courses registered upto that semester, C_i and G_i as defined in R.21.

Both SGPA and CGPA will be rounded off to second place of decimal and recorded as such. Whenever the CGPA is to be used for the purpose of determining the merit ranking of a group of students,

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only the rounded off values will be used. CGPA will be computed at the end of each semester (second semester onwards) and communicated to the students along with the SGPA in the form of a grade card.

R.23 Award of Grades

Total marks for which a student is evaluated in a course, including project, shall be normalized to 100, irrespective of the mark for which evaluation is made, and the grades as described below shall be awarded as per secured total marks. Fractional part of the final marks, if any, shall be rounded to the nearest integral value.

R.23.1 Theory Courses

Marks Obtained	Grade Awarded
100 – 91	AA
90 – 81	AB
80 – 71	BB
70 – 61	BC
60 – 52	CC
51 – 43	CD
42 – 35	DD
Below 35	F

R.23.2 Other than Theory Courses

Marks Obtained	Grade Awarded
100 – 94	AA
93 – 87	AB
86 – 80	BB
79 – 73	BC
72 – 65	CC
64 – 57	CD
56 – 50	DD
Below 50	F

The results of performance of the students in the semester examinations shall be announced by the course coordinator/teacher(s) of the subjects concerned after duly approved by the DPPC. It is mandatory for the course coordinator/subject teacher to show all evaluated answer scripts (theory subject) to the students in stipulated dates as per academic calendar. The students should point out discrepancies in the evaluation, if any, on the spot. After conclusion of the spot verification of answer scripts, no claim whatsoever shall be entertained.

R.24 Audit Courses

A course is called an audit course for a given student when it is neither compulsory nor any credit earned is taken into consideration for SGPA or CGPA calculation. The Program Coordinator may recommend a student to register for an audit course provided the course coordinator allows auditing the course. The word "AU" shall be written alongside the course name in the grade card. Pass or fail status will be shown in the grade card as "PP" for passed and "NP" for not passed. Since it is optional and is not credited, a student is not required to register again for passing a failed audit course to earn the degree.

R.25 Preserving Answer Scripts and Marks

End semester examination answer scripts (theory courses only) shall be preserved by the concerned department/teacher(s) for a period not less than one semester. However, the sheet containing details of marks converted to grades must be preserved by DPPC till the students complete their course of study.

R.26 Submission of Grades

The final grades for a course, other than EAA, must be submitted by the course coordinator(s)/committee after the end semester examination to their Chairperson, DPPC for scrutiny and approval by DPPC and onward transmission to the Academic section within the specified date, by the Chairperson, DPPC.

As mentioned, evaluation of performance in EAA course shall be done by the concerned instructor and the awarded grade will be directly communicated to the Academic Section.

R.27 Declaration of Results

The Academic section of the Institute, after due scrutiny, shall declare the results as per academic calendar.

R.28 Grievance Redressal

If a student is not satisfied with the marks awarded, he/she may request higher authorities for review in the following order: Chairman, DPPC, Dean (Academic), and finally the Chairman, Senate within the specified time as per academic calendar. If the grievance is not resolved at the intermediate level, the decision of the Chairman, Senate shall be final. However, the prayer must be made within the stipulated time as per academic calendar. In such a case, the deadline for revised grade, if any, submission shall get extended till the authorities concerned resolve the issue.

Furthermore, any other grievances from any stake holders of the program shall be addressed in the following order: Head, Dean (Academic), Director, and finally the Senate. Decision of the Senate shall be final and no further appeal shall be entertained.

R.29 MOOCs/online courses

R.29.1 A student may be permitted to undertake MOOCs/online/other such courses of relevant area as additional courses to enhance his/her knowledge base. Such courses shall be over and above the standard requirement of the Program

R.29.2 On the recommendation of the DPPC and with the approval from the Dean (Academic), a student may register courses under MOOCs/online/other platforms during the Program period, with a maximum of 24 weeks contact per semester. To undertake such a course, the students are to apply to the Chairman, DPPC. The DPPC shall scrutinize the application whether it is suitable or not. Based on the recommendation of the DPPC, Dean (Academic) shall finally take a decision on whether to permit for such registration. Approval for registration for such course(s) must be taken in advance and not after the completion of the course(s)

R.29.3 Once permitted and after completion, the student has to submit the official transcript of the grades obtained by her/him to the concerned DPPC, along with other related documents for evaluation and forwarding the same to Dean (Academic). Under no conditions will the grades earned at any other Institution/from MOOCs/online courses appear on the Semester Grade Report. All such courses and/or requirements will be deemed to carry zero credit for SGPA/CGPA calculation for awarding degree from this Institute

R.29.4 The grades obtained in such course(s) shall be reflected in the official transcript of the Institute against the student. However, if completion date of such course(s) falls after the date of completion of the Program then these courses will not be reflected in the official transcript.

R.30   Withholding of Grades/Result

Grades shall be withheld when the student has not paid his/her dues or when there is a disciplinary action pending against him/her.

R.31   Eligibility for the Award of Degree

A student shall be declared eligible for the award of M.Tech. degree if he/she has
  (a)   completed all the credit requirements for the degree with a minimum SGPA of 6.0
  (b)   satisfactorily completed all the non-credit requirements for the degree viz.- Extra Academic Activities.
  (c)   no dues to the Institute, Department, Hostels, NCC and NSO etc.
  (d)   no prohibitive disciplinary action is awarded or there is no pending disciplinary action

The award of the degree must be recommended by the Senate and approved by the Board of Governors of the Institute.

R.32   Conduct and Discipline

Conduct and discipline rules shall be same as that of the latest B.Tech. Regulations.

<div align="right">**Annexure I**</div>

DEPARTMENT POST GRADUATE PROGRAM COMMITTEE (DPPC)

Composition:

(i)	Head of the Department (ex-officio)	Chairperson
(ii)	One faculty member of the department nominated by the Head of the Department	Member Secretary
(iii)	At least three faculty members of the Department nominated by the departmental faculty	Member(s)
(iv)	One faculty member from another allied department nominated by the Dean (Academic)	Member
(iv)	One Full-time M.Tech. student (second year) with CGPA not less than 7.5, nominated by the Head of the Department. He/she can participate only in major policy decision processes, not involving a specific case	Member

Tenure:

Two years for faculty members and one year for student members.

Functions:

(i) To oversee the conduct of the departmental M.Tech. Programs.
(ii) To discuss and recommend the course curriculum and syllabi of all the M.Tech. Programs offered by the department from time to time
(iii) To ensure academic standard and excellence of the M.Tech. Programs of the department.
(iv) To consider and recommend to the Dean (Academic) any matters related to the M.Tech. Program of the department.

NB: The committee shall be constituted by the concerned Head of the Department. A copy of constitution/reconstitution shall be forwarded to the Dean (Academic).

FORM I

SPONSORSHIP LETTER FOR FULL-TIME M.TECH. PROGRAM
(Should be typed on the letter head of the sponsoring organization)

Reference No.
Date:

Sub: Sponsoring an Employee for M.Tech. Program

We hereby sponsor the candidature of Mr./Ms./Mrs. _____,
Designation: _____ who is a regular employee in our organization, for joining M.Tech.
Program in the department of _____ at your Institute as a full-time student.

It is certified that he/she has completed one year of service in our organization as a regular employee.
He/she has gained experience in the field(s) _____.

If selected, we shall relieve him/her from his/her duties to join the program during the first two years of
the M.Tech. Program.

Signature and Seal of the Sponsoring Authority

To

The Director
National Institute of Technology Silchar
Assam 788010

FORM II

No Objection Certificate for part-time M.Tech. Program
(Should be typed on the letter head of the sponsoring organization)

Reference No.
Date:

Sub: No objection Certificate

We have no objection if Mr./Mrs/Ms. _____,
Designation: _____ an employee/ staff in our organization, is admitted to the
M.Tech. Program in the department of _____ at your
Institute as a part-time student.

He/she has gained experience in the field(s) _____.

It is certified that he/she has completed one year of service in our organization as a regular employee.
If selected, we shall sanction him/her leave of absence to attend classes/project (research) work at
NIT Silchar during the M.Tech. Program.

Signature and Seal of the Sponsoring Authority

To

The Director
National Institute of Technology Silchar
Assam 788010

FORM III-A
No Objection Certificate for part-time M.Tech. Program (Project staff)

Reference No.
Date:

Sub: No objection Certificate

We have no objection if Mr./Mrs/Ms. _____,
Designation: _____ a project staff, under the project: _____(title of the project), Sanction letter no. _____, in the department of _____, is admitted to the M.Tech. Program in the department of _____ of NIT Silchar as a part-time student. It is certified that the said project shall continue for next one more year.

If selected, he/she shall be allowed to attend classes/project (research) work under the said project during the M.Tech. Program without affecting normal project work assigned to him/her.

Signature of Dean (Research & Consultancy)   Signature of Project Investigator
                                            (Name)

To

The Director
National Institute of Technology Silchar
Assam 788010

FORM III-B
No Objection Certificate for Admission into M.Tech. Program (Institute Employee)

Reference No.
Date:

It is certified that we have no objection if Mr./Mrs/Ms. _____,
Designation: _____, a regular employee of this Institute, working in the department of
_____, is admitted into the M.Tech. Program in the department of
_____ at this Institute as a part-time student.

If selected, he/she shall be allowed to attend classes/project (research) work without affecting normal
duties assigned to him/her.

Director   Head of the Department/Section

FORM IV
Consent for Joint Supervision
(This should be typed on the letter head of the organization)

Reference No._____
Date: _____

Sub: Joint Supervision

1. Name of the proposed Joint Supervisor:
2. Name of the organization:
3. Communication Address with email and Contact number:
   (Bio-data of the Joint Supervisor to be enclosed giving details of designation, qualification, research experience etc.)
4. Details of relevant facilities which will be made available to the candidate, if he/she is deputed to our organization to carry out part of his/her project (research) work:

I agree to jointly supervise, along with Dr./Prof. _____, Dept. _____ of NIT Silchar as the supervisor, to Mr./Mrs./Ms. _____, who is admitted to the M.Tech. Program at National Institute of Technology Silchar in the department of _____.

Signature of proposed Joint Supervisor

To
The Head,
_____ Department
National Institute of Technology Silchar
Assam 788010

FORM V

No Objection Certificate for part-time M.Tech. project
(Should be typed on the letter head of the sponsoring organization)

Reference No.
Date:

Sub: No objection Certificate for completing the M.Tech. Project work.

We have no objection if Mr./Mrs/Ms. _____,
Designation: _____ an employee/ staff in our organization, for completing the
M.Tech. project work in the department of _____ at NIT
Silchar as a part-time student to complete his/her M.Tech. project.

Signature and Seal of the Sponsoring Authority

To

The Director
National Institute of Technology Silchar
Assam 788010

NITS/AC/105-M.Tech.

National Institute of Technology Silchar
Application for leave of absence of PG students

1. Name of the Student :

2. Regn No.   :   3. Department:

4. Reason for seeking leave (give details): _____

_____

_____

5. Period of Leave: From _____ To _____

6. Number of Days: _____

7. Address during leave: _____

_____

8. I understand that this leave does not entitle me extra class, alternative examinations, credit for class test or any evaluation.

Signature of the student

FOR OFFICE USE

Leave already availed during the current academic year: _____ Days
Balance before availing this leave: ____ days; Balance after availing this leave: ____ days[1]

Approved (upto 15 days) ☐   Recommended (beyond 15 days) ☐
Beyond 15 days, forwarded to Dean (Academic)

Head of the Department

Approved/ Not Approved

Dean (Academic)

To
Head of the Department for record and necessary action, please.

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[1] Assistantship shall be deducted on pro-rata basis for negative balance