

# **PG ORDINANCE 2016**

**(For M.Tech./ M.Plan./ MBA/ MCA)**



**MAULANA AZAD  
NATIONAL INSTITUTE OF TECHNOLOGY  
BHOPAL- 462003**  
**(An Institute of National Importance)**

## **CONTENTS**

### **Definitions**

#### **1.0 Introduction**

- 1.1 Postgraduate Programmes

#### **2.0 Admission**

- 2.1 Academic Session
- 2.2 Eligibility for Admission
- 2.3 Admission Procedure
  - 2.3.1 Provisional Admission
- 2.4 Admission For Foreign Students
- 2.5 Admission For Sponsored Students
- 2.6 Admission Fee
  - 2.6.1 Fee Refund
- 2.7 Financial Assistant

#### **3.0 Registration**

- 3.1 Registration To Higher Classes
- 3.2 The Minimum CGPA
- 3.3 Late Registration
- 3.4 Registration Fees Deferment
- 3.5 Late Submission Of Thesis
- 3.6 Norms for Completion of Course After a Break for Job
- 3.7 Norms for Re-register

#### **4.0 Students Leave Rules**

- 4.1 Leave Rules for PG Students
- 4.2 Absence without Sanctioned Leave

#### **5.0 Permission to Proceed for Academic Activities**

- 5.1 Norms for Paper Presentation /Short-Term Courses/ Seminars/ Conference/ Workshop/ Symposium etc with Funds from Sponsored/ Consultancy Projects

**6.0 Academic Requirements**

- 6.1 Number of Semester, Maximum Duration and Academic Requirements
- 6.2 Requirement of Attendance
- 6.3 Evaluation Process
- 6.4 Credits, Grades, Semester and Cumulative Grade Performance Average
- 6.5 Computation of the Semester Grade Performance Average (SGPA) and Cumulative Grade Performance Average (CGPA)
- 6.6 Academic Performance Requirement

**7.0 Disciplinary/Grievance Committee**

- 7.1 Departmental Post Graduate Program Committee (DPPC)

**8.0 M.Tech/ M.Plan/ MBA/ MCA Thesis/ Project**

- 8.1 Supervisor(s) Selection
- 8.2 Thesis/ Project Writing And Submission
- 8.3 Thesis/ Project Oral Examination Board
- 8.4 Use of Unfair Means/ Copying of Thesis

**9.0 Change of Rules**

**DEFINITIONS:**

- i. **Academic calendar:** The exact dates for the important academic events scheduled during the Academic Session shall be specified in the Academic Calendar.
- ii. **Academic year:** Institutes academic year begins from July, 1 and ends on June, 30 every year.
- iii. **Dean (AA):** Dean (Academic Affairs)
- iv. **Dean (SW):** Dean (Students Welfare)
- v. **DPPC:** Departmental Post Graduate Program Committee
- vi. **DUPC:** Departmental Under Graduate Program Committee.
- vii. **Even semester:** Semester that begins in the month of January and closes by June.
- viii. **GATE:** Graduate Aptitude Test in Engineering
- ix. **Institute:** Means **MANIT** Bhopal.
- x. **Odd semester:** Semester that begins in the month of July and closes by December.
- xi. **Registration:** Enrolment for the courses/research that a student wants to pursue during a semester as required by the Program.
- xii. **SENATE:** Senate of the Institute

**Note:** 'He' & 'His' imply both genders and may be interpreted as 'he'/ 'she' and 'his'/ 'her', as the case may be.

## 1.0 INTRODUCTION

The goals of the postgraduate programmes at the Maulana Azad National Institute of Technology (MANIT) Bhopal are the development of technological and engineering manpower of the highest quality, to meet to the needs of educational institutions, R & D organizations and industries, a deep understanding of the area of specialization, an innovative ability to solve new technological problems, and a capacity to learn continually and interact with multidisciplinary groups. With these goals, the postgraduate programmes are designed to include courses of study, seminars and project/ thesis through which a student may develop his/ her concepts and intellectual skills.

The procedures and requirements stated in this ordinance include the philosophy of the postgraduate education and ensure a high standard of performance at the Institute.

## 1.1 POSTGRADUATE PROGRAMMES

- i. The Institute offers programmes leading to the Master of Technology (M.Tech.) degree under Machine Technology Division gives in Engineering Materials, Stress and vibration, Structure engineering, environment engineering, Geotechnical engineering, Hydro power Engineering, Transportation Engineering, water resource, geo-informatics, Thermal engineering, Industrial design, Maintenance Engineering and Management, Power Systems, Electrical drives and material science and technology, Soft Technology division gives Digital Communication, VLSI and Embedded System, Information security, advanced computing, Computer Net working, Renewable energy, Green technology, Bio technology and Chemical process design, under Science Division gives Bio-informatics, Nano Technology, Computation and system bioinformatics.
- ii. The Institute also offers the Programme leading to the Master of Business Administration (MBA) degree and Master of Computer Applications (MCA).
- iii. Under architecture and planning division gives M. Plan (Urban Development) and M.Plan (Housing).

The Senate Sub-Committee (SC), established according to the bylaws of the Senate, operates through the Departmental Postgraduate Programme Committees (DPPCs) to administer all aspects of the above programmes.

## **2.0 ADMISSION**

### **2.1 ACADEMIC SESSION**

The academic session of the Institute is divided into two regular semesters. The first semester will normally commence in July of every year and the second semester in January of every year.

### **2.2 ELIGIBILITY FOR ADMISSION**

- i. The eligibility conditions given below are the absolute minimum. Departments may prescribe any requirements over and above these, subject to the approval of the Chairman Senate.
- ii. For admission in M.Tech/ M.Plan, a candidate belonging to General Category and Other Backward Class (OBC) must process a minimum of 55 percent marks/ equivalent CGPA 5.5 and above on a 10 point scale in the final year of the qualifying examination in appropriate branch of engineering.
- iii. For the above a candidate belonging to Scheduled Caste/ Scheduled Tribes Category (SC/ST) must process a minimum of 50 percent marks/ equivalent CGPA 5.0 and above on a 10 point scale in the final year of the qualifying examination in appropriate branch of engineering.
- iv. The M.Tech/ M.Plan admission will be based on all India entrance examination “**GATE**” (Graduate Aptitude Test for Engineering) score and all the qualified candidates are eligible for scholarship.
- v. The eligibility criterion for MBA program is a graduate in any discipline with minimum 55% marks/ equivalent CGPA 5.5 on a 10 point scale. The same will be up to 50% marks/ equivalent CGPA 5.0 on a 10 point scale in case of SC/ST candidates.

- vi. Reservations of seats for OBC/ SC/ ST/ PH will be as per MHRD/ GOI norms/ rules.
- vii. The admission in MCA will be based on an all India entrance examination conducted by any one of the NITs every year. The admission criterion for MCA will be same as decided by NIMCET committee.

Eligibility criteria for M.Tech admission is given in the table below:

S.No.	Course	Eligibility Criteria
<b>Department of Architecture and Planning</b>		
1.	M.Plan in Urban development	BE/ B.Tech in Civil/ B. Architecture / B.Planning
2.	M.Plan in Housing	BE/ B.Tech in Civil/ B. Architecture / B.Planning
<b>Department of Biological Science and Engineering</b>		
1.	M.Tech in Bio technology	BE/ B.Tech in Chemical Engineering/ Bio-technology
<b>Department of Chemical engineering</b>		
1.	M.Tech in Chemical Process Design	BE/ B.Tech in Chemical Engineering
<b>Department of Civil Engineering</b>		
1.	M.Tech in Structural Engineering	BE/ B.Tech in Civil/ Construction Technology and Management / Structures
2.	M.Tech in Environment Engineering	BE/ B.Tech in Civil/ Chemical Engineering/ Environment
3.	M.Tech in Geotechnical Engineering	BE/ B.Tech in Civil Engineering
4.	M.Tech in Hydro power engineering	BE/ B.Tech in Civil/ Mechanical Engineering
5.	M.Tech in Transportation Engineering	BE/ B.Tech in Civil/ Transportation/ Architecture
6.	M.Tech in Water resource	BE/ B.Tech in Civil/ Engineering/ Agriculture
<b>Department of Computer Science and Engineering</b>		
1.	M.Tech in Information security	BE/B.Tech in Computer science and Engineering/ CS/Information technology
2.	M.Tech in Advanced computing	BE/B.Tech in Computer science and Engineering/ CS/ Information technology
3.	M.Tech in Computer net working	BE/B.Tech in Computer science and Engineering/ CS/ Information technology

<b>Department of Electrical Engineering</b>		
1.	M.Tech in Electrical drives	BE/ B.Tech in Electrical/ Electrical & Electronics/ Electronic Instrumentation/ Instrumentation and Control
2.	M.Tech in Power System	BE/ B.Tech in Electrical/ Electrical & Electronics.
<b>Department of Electronics and communication</b>		
1.	M.Tech in Digital Communication	BE/ B.Tech in Electronics / Electronics and Communication/ Telecommunication
2.	M.Tech in VLSI and Embedded Systems	BE/ B.Tech in Electronics / Electronics and communication/ telecommunication
<b>Department of Material Science and Metallurgical Engineering</b>		
1.	M.Tech in Material Science and Technology	BE/ B.Tech in Mechanical/ Material Science and Metallurgy Engineering
<b>Department of Mathematics</b>		
1.	M.Tech in Computation and system Bio informatics	BE/ B.Tech in Computer science and Engineering/ BIO-technology/ Information Technology/ Bio informatics and B.Sc in Maths/ Biology/ Agriculture
2.	M.Tech in Bioinformatics	Engineering/ BIO-technology/ Information technology/ Bio informatics and B.Sc in Maths/ Biology/ Agriculture
<b>Department of Mechanical Engineering</b>		
1.	M.Tech in Thermal Engineering	BE/ B.Tech in mechanical/ Automobile
2.	M.Tech in Industrial design	BE/ B.Tech in mechanical/ Industrial production
3.	M.Tech in Maintenance Engineering	BE/ B.Tech in mechanical/ Industrial production
4.	M.Tech in Engineering Materials	BE/ B.Tech in civil/ Mechanical/ Aeronautical/ Material science and metallurgy
5.	M.Tech in Stress and Vibration Analysis	BE/ B.Tech in Civil/ Mechanical/ Aeronautical
<b>Energy Center</b>		
1.	M.Tech in Renewable energy	BE/B.Tech in Electrical/ Mechanical/ Civil/ Chemical Engineering, Energy
2.	M.Tech in Green technology	BE/ B.Tech in any discipline
<b>Nano-Science and Engineering Center</b>		



1.	M.Tech in Nano-Technology	BE/ B.Tech in Mechanical/ Material science and metallurgy/ Electronics and communication/ Electrical and B.Sc (Physics)
<b>Remote sensing and GIS and GPS Center</b>		
1.	M.Tech in Geo-informatics	BE/ B.Tech in any discipline

### 2.3 ADMISSION PROCEDURE

The Admission to the M.Tech./ M.Plan programme will be made on the basis of GATE scores of the candidates. Through central counseling jointly conducted by all National Institutes of Technology (CCMT), admission is allowed to the candidates.

The total number of seats and admission of OBC/SC/ST/PH candidates will be decided as per the MHRD/ GOI rules and CCMT display the seat matrix in the website.

The selected candidates who have completed all the examinations including project/ thesis examination and the viva voce before the date of registration but are unable to produce the certificate in proof of having passed and secured the minimum specified qualifying marks, may be considered for provisional admission. However, if admitted provisionally, they will be required to produce the evidence of their having passed the qualifying degree examination with minimum specified marks by the last date for document submission as specified in the academic calendar (usually about 2 weeks from the date of registration), failing which the admission is liable to be cancelled.

The MBA admission will be made by the Institute. The applicants must apply for admission on prescribed forms, which must be sent directly to the AR (Admission) before the last date specified in the advertisement for PG admission every year. The selection of the candidate is only for CAT/ GMAT qualified students. The admission is bound on merit proposed on the basis of CAT score (70% weightage) Group discussion (20% weightage) and personal Interview (10%) All admissions will be made on approval by the Chairman Senate, on the recommendations of the duly constituted admission committees.

On approval by the Chairman, Senate, the admission section will issue the admission letters to the candidates who will be required to accept the offer of admission by depositing the prescribed fee before the specified date.

In case a candidate does not accept the offer by paying the prescribed fee by the specified date, the offer of admission may stand withdrawn, and the admission will be offered to the candidates in the waiting list, if any, in order of merit.

The offer of admission may also stand with drawn if the candidate who has accepted the offer fails to register by the date for late registration.

### **2.3.1 PROVISIONAL ADMISSION**

A new entrant to any PG program, who is awaiting the results of the qualifying examination, will be allowed to register "provisionally" on submission of a certificate from his/her institution certifying that he/she has appeared in the final qualifying examination (including all papers in theory, practical, project, oral, etc). The candidate will submit attested copies of the certificates of having passed the qualifying examination by the last date for document submission as specified in the academic calendar (usually about 2 weeks from the date of registration), failing which the admission may be cancelled.

### **2.4 ADMISSION FOR FOREIGN STUDENTS**

A foreign student (NRI and Foreign Nationals) seeking admission in any PG program of MANIT should have a qualifying degree from any Institute/ University recognized by the Association of Indian Universities or abroad.

The application of such students shall be routed through MHRD/ Agencies authorized by MHRD to the institute before the last date of the submission of applications as prescribed by the institute.

The number of seats for such candidates and the required fee shall be fixed by the institute in consultation with MHRD/ Government of India. **These students shall not be eligible for GATE scholarships.**

## **2.5 ADMISSION FOR SPONSORED STUDENTS**

- (i) Any student seeking admission under this category shall be working on a regular post in any Government/semi government/public sector units/industries/academic institutes/ research organizations/ Architectural firm for a minimum of two years at the time of admission. Admission of such candidates will be based on the institute test/ interview and the required working experience. Scientist working in Government of Indian Research organization such as ISRO, DRDO, CEPET, etc. can seek direct admission with the permission of senate.
- (ii) The application form of such candidates should be duly forwarded by the parent organizations and should record that the candidate will be allowed to attend the classes in day time and will be allowed to stay in the campus/ Bhopal during his/ her PG program.
- (iii) There will be NO concessions on fee to be deposited in MANIT, Bhopal. However the candidates employed in MANIT Bhopal may be given fee concession subject to approval of Chairman Senate. The institute prefer to admit the GATE qualified students to join M.Tech/ M.Plan programme. If seats are available which will be filled by the sponsored candidate and it is fully depend on the academic body of the Institute (Senate).
- (iv) No financial liability will be on the part of the MANIT.

## **2.6 ADMISSION FEE**

The students admitted will have to pay the full fee for one semester/one year as applicable to the particular category of the candidate as per the institute norms. The institute reserves every right to modify the admission fee from time to time based on the approval of competent authority. Any student will be admitted only when he/ she has deposited the full fee for one semester/one year as applicable to him.

### **2.6.1 FEE REFUND**

- i. The respective counseling rules shall prevail during the counseling period.
- ii. After the counseling if someone cancels his /her admission at any point of time and if the seat remains vacant. No fees shall be refunded except for Caution money and mess charges (as applicable).

## **2.7 FINANCIAL ASSISTANT**

- (i) The Institute may provide to postgraduate students, financial assistance in the form of teaching or research assistantships. Assistantships are awarded on a semester to semester basis for a period of up to four semesters for M.Tech. students. The stipend for the assistantship is paid as per the rates by approved MHRD.
- (ii) A student is expected to devote up to eight hours per week towards job(s) assigned to him/her by the concerned departments. The renewal of assistantship is contingent on the student's satisfactory performance in the academic programme and in the discharge of assistantship duties.
- (iv) A student on teaching/ research assistantship is also reimbursed annually for some contingency expenses as per the approved terms and procedures to be notified by the MHRD/ GOI from time to time.

## **3.0 REGISTRATION**

A student is required to register in the beginning of each semester for the courses that he/ she intends to pursue in that semester. The registration process involves: The payment of fees for that semester and clearance of any outstanding dues. Without clearance of the dues a student cannot be allowed to register in the next semester.

### **3.1 REGISTRATION TO HIGHER CLASSES**

The registration in each semester should be taken as per the notification given by Admission section after paying the Institute Fees in the beginning of each semester with the prescribed time.

### **3.2 THE MINIMUM CGPA**

The students (M.Tech.) are permitted to go to Third Semester if he/she clears all the subjects of the first semester. MCA students are permitted to register for Third year only if he/ she clears all the subjects of the first, second and third semester with minimum CGPA of 5.50.

### **3.3 LATE REGISTRATION**

If for any compelling reason like illness, a student is unable to register on the day of registration, he/ she will be allowed to register till the day of late registration specified in the academic calendar. Any student registering late will be required to pay the specified late registration fee of Rs. 2500.00 shall be imposed as late fee for next one week. Thereafter no registration shall be allowed.

In exceptional cases, the chairman senate, on the recommendation of the HOD through Dean (Academic Affairs) may consider registration beyond the date of late registration. In such a case, the student will be allowed to register for thesis only if he/ she has completed all the course credit requirements.

### **3.4 REGISTRATION FEES DEFERMENT**

In deserving cases, particularly students receiving an external scholarships or a bank loan, the institute may permit registration with deferment of payment of fees beyond the date notified by Academic Section. Student has to submit all the relevant documents regarding scholarships/ bank loan before the last date of registration to the Admission Section. In these cases students has to submit nominal fees of Rs. 5000/-.

If a student's fails to pay the fees before the declaration of results, his/her result will remain withheld and he/ she will not be in a position to register for next semester unless specifically approved by the Chairman Senate.

### **3.5 LATE SUBMISSION OF THESIS**

The last date of thesis submission should be as par Academic Calendar or notification issued by the Institute. A students who is unable to submit his/ her thesis by the due date will be required to register for the next semester by submitting the full semester fee. The dissertation exam will be held during the due semester exam.

### **3.6 NORMS FOR COMPLETION OF COURSE AFTER A BREAK FOR JOB**

M Tech students are allowed to join Job with following conditions:

- i. The course must be completed within the maximum period of four years from date of admission.
- ii. The student must clear two semesters (1<sup>st</sup> year) before leaving the Institute.
- iii. The teaching assistantship must be discontinued from the date of leaving the Institute.
- iv. The students must register regularly in all semester along with semester fee.(i.e 1<sup>st</sup> semester to 8<sup>th</sup> semester or earlier)
- v. An external guide as per Institute norms (if required) may be registered for thesis work.
- vi. The student has to submit No Objection Certificate from his/her employer at the time of registration in next semester.

### **3.7 NORMS FOR RE REGISTER:**

If a student is continuously absent for one or more semesters duly approved by the HODs, He/ She must re- register by paying additional Rs. 5000.00, to the eligible semester along with the semester fee. This is applicable to those students who have cleared first year of his/ her PG Course. However the maximum period will not be extended i.e. 4 years from date of admission.

### **4.0 STUDENTS LEAVE RULES**

Students may be granted leave under sections 4.1 on his/ her applications by the Head of the Department. Student has to move his/her application through department PG Coordinator. Leave under sections 4.2 will be sanctioned by Dean (Academic Affairs) on the recommendation of HOD. Applications must be submitted well in advance of the date of commencement of the leave requested. Leave for a period longer than that specified in sections 4.1 and 4.2 may be sanctioned by Chairman Senate on the recommendation of HOD through Dean (Academic Affairs) and it will entail loss of financial assistantship for the extended period.

#### 4.1 LEAVE RULES FOR PG STUDENTS

PG students shall be governed by following leave rules with continued financial assistance:

- a) **Casual Leave:** 8 days per academic year (01 July - 30 June) as per MHRD order F.No.17-2/2014-TS-I dated 18 Feb.2015 or any subsequent changes from time to time.
- b) **Maternity Rule:** As per Government of India instructions available from time to time for female candidates in all categories.
- c) **Academic leave:** For attending conference/seminar/ symposium/ field work or training program upto a maximum of 15 days in an academic year.

#### 4.2 ABSENCE WITHOUT SANCTIONED LEAVE

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

#### 5.0 PERMISSION TO PROCEED FOR ACADEMIC ACTIVITIES

The PG students can be permitted to proceed for academic activities outside MANIT to carry out field work, library work, computational work, experimental work, and Lab works, and also to attend conference, courses and to undertake other research work etc. as recommended by the department. Permission for a duration up to 16 days be sanctioned by the Dean (Academic Affairs) through the concerned head of the department/ center with an intimation to chairman Senate and more than 16 days by the Chairman-Senate on the recommendation of the Departmental head through Dean (Academic Affairs). Such leave will be beyond all leave in section 4.

### 5.1 Norms for Paper Presentation/ Short-term Courses/ Seminars/ Conference/ Workshop/ Symposium etc with funds from sponsored/ Consultancy Projects.

- i) Only full time PG students can be considered for the reimbursement of registration fee for Paper Presentation/ Short-Term Courses/ Seminars/ Conference/ Workshop/ Symposium etc.
- ii) Department has to classify the conference as Tier-I/ Tier-II/Tier-III with justification.
- iii) The quality of publication is to be scrutinized by DPPC thereafter to be recommended to HOD concerned. HOD will recommend to Dean (Academic Affairs).
- iv) Student will get TA by Train for sleeper class to travel in India and shall not be paid any lodging and boarding.
- v) Student can avail institute financial support from sponsored/consultancy Projects of his/ her Supervisor only and it will be maximum once in an academic year.

Dean (Planning & Development) shall approve upto a maximum of rupees ten thousand for the same after recommendations from Dean (Academic).

Beyond rupees ten thousand Director's approval is required.

## 6.0 ACADEMIC REQUIREMENTS

### 6.1 NUMBER OF SEMESTER, MAXIMUM DURATION AND ACADEMIC REQUIREMENTS

The following table lists the maximum duration allowed in the programme, and credit requirement for post-graduation in various programmes. A student must complete the entire academic requirements prescribed by the institute/department/center before proceeding for the thesis/project work.

Name of Programme	Number of Semester Required	Maximum Duration Allowed to complete the program
M.Tech.	4 Semester	4 Years
MBA	4 Semester	4 Years
MCA	6 Semester	6 Years



No student who has completed the prescribed maximum duration in the programme shall be allowed to register in the subsequent semester unless he/she has been granted extension of the programme by the Chairman Senate on the recommendations of the HOD and Dean (Academic Affairs).

## 6.2 REQUIREMENT OF ATTENDANCE

- (i) Students are expected to attend all the classes. Institutes expect 100 % attendance in the class, desirable for a student to be eligible to appear for the end semester examination, in every course in each semester. However students may be given a concession of 25 % on account of sickness or any other genuine reason. A student shall be eligible to appear in the examination in any course if and only if he/she has attended more than 75% of the total number of classes scheduled in the course in that semester before each examination.
- (ii) Attendance for the above purposes shall be compiled and reported by each subject teacher to the concerned HOD before the start of the examination.
- (iii) The decision on the detention shall be made by a committee duly constituted by the concerned HOD for the same.

## 6.3 EVALUATION PROCESS (M.TECH/ MCA/ MBA)

### Theory paper

End term Examination (Duration 180 minutes) Maximum mark	Midterm Continuous Evaluation			Total Marks (Theory)
	Distribution		Total	
60	Quiz/ Mini Test	10	40	100
	Mid Term Exam	20		
	Innovative work/ assignment	10		

**Practical**

End term Examination Maximum mark	Continuous Evaluation (Practical)		Total (Practical)
	Distribution		
60	Laboratory/ Workshop work	20	40
	Midterm Submission & viva	20	
			100

**Evaluation process for M.Plan.**

End term Examination (180 minutes duration) Maximum mark (Theory)	Midterm Continuous Evaluation		Total (Theory)
	Distribution		
40	Midterm examination (90 minute duration)	20	60
	Studio, Viva & Assignment	40	
			100

**6.4 CREDITS, GRADES, SEMESTER AND CUMULATIVE GRADE PERFORMANCE AVERAGE**

- (i) In each course a student is registered, he/she earns certain approved credits and is awarded a letter grade indicating his/her overall performance in that course. There are seven letter grades: A<sup>+</sup>, A, B<sup>+</sup>, B, C, D and F. The minimum passing grade in a subject is D. Their equivalent numeric values are given in the following table.

Letter Grades	Grade Points	Description of Performance
A <sup>+</sup>	9.0 to 10	Outstanding
A	8.0 to 8.99	Excellent
B <sup>+</sup>	7.0 to 7.99	Very Good
B	6.0 to 6.99	Good
C	5.0 to 5.99	Average
D	4.0 to 4.99	Satisfactory
F	< 4.0	Fail

- (ii) F grade is treated as Fail grade. Any student getting these grades will have to appear in the examination again whenever it is scheduled by the institute. A student cannot be allowed to have F grades in more than two subjects in one semester. Also he/she has to improve these grades in maximum two consecutive attempts.
- (iii) If a student does not complete all the requirements including the mid-terms and end term for a course for a genuine reason, the course sub-coordinator may award grade I (Incomplete). An I grade must be converted by the sub-coordinator to a regular letter grade by conducting the re-examination for such candidate by the last date for the submission of the grades specified in the Academic Calendar, failing which it is automatically converted to an F grade.
- (iv) A student getting D grade in a course may be allowed to repeat it, provided his/her CGPA is less than the prescribed minimum, and the student are allowed to continue in the programme.
- (v) Mandatory learning courses will be graded as satisfactory (S) or unsatisfactory (U) and will carry zero credits.

#### **6.5 COMPUTATION OF THE SEMESTER GRADE PERFORMANCE AVERAGE (SGPA) AND CUMULATIVE GRADE PERFORMANCE AVERAGE (CGPA)**

The SGPA is an indicator of the overall academic performance of a student in all the courses he/she has registered, during a given semester. If the grades awarded to a student are  $G_1, G_2 \dots G_n$  etc in courses with corresponding credits  $C_1, C_2 \dots C_n$  etc, the SGPA is given by-

$$SGPA = \frac{C_1 G_1 + C_2 G_2 + \dots + C_N G_N}{C_1 + C_2 + \dots + C_N}$$

Similarly, the CGPA indicates the cumulative academic performance in all the courses/ subjects taken during the entire stay in the institute. If the SGPA awarded to a student in each semester are  $S_1, S_2, \dots, S_n$ , the CGPA is given by:

$$CGPA = \frac{S_1G_1 + S_2G_2 + \dots + S_NG_N}{C_1 + C_2 + \dots + C_N}$$

The course credits and thesis/project credits will be shown separately in the final grade card with overall CGPA. In case a student is clearing any fail subject, the new grade obtained will replace the older one while calculating the overall CGPA.

The final grade index and grade shall be displayed in Institute web site and student can approach the concerned subject coordinator(s) for any clarifications within one week of the announcement of the grades. The process of evaluation shall be transparent and the students shall be made aware of all the factors included in the evaluation. In case of any corrections, the subject coordinators(s) shall have to incorporate the same before finalizing the grade and printing the mark list.

For promotion in next higher classes (II/III year), required Cumulative Grade Point Average (CGPA) at the end of even semester is 5.50, and CGPA for completion of course is also 5.50 Further the student must complete the M.Tech and M.Plan programme in a maximum of 4 years and MCA in 6 years.

## **6.6 ACADEMIC PERFORMANCE REQUIREMENT**

- (i) The minimum SGPA requirement for continuing in the programme or for post graduation is 4.0 for M.Tech./ M.Plan/ MBA/ MCA.
- (ii) If a M.Tech./ M.Plan/ MBA/ MCA student secures a CGPA 5.50, he/she may be allowed to continue in the following semester on the recommendation of the DPPC and with the approval of the Chairman senate.
- (iii) A student will not be allowed to continue in the M.Tech./ M.Plan/ MBA/ MCA programme if:
  - (a) His/her CGPA is below 5.50 in two consecutive semester.
  - (b) He/she obtains more than two F in the same or different courses.
  - (c) He/she accumulates three or more F grades before the start of the final semester/thesis. However, those who have completed course

work and CGPA is less than 5.50 or discontinued from the course, diploma in the course can be awarded by the recommendation of the chairman, senate.

- (d) The DPPC will keep a watch on the progress of every student and whenever a student fails to meet the requirements will intimate the Dean (Academic Affairs), who can start the termination procedure. If a student's program is terminated, the Head of the Department will issue the letter of termination with consultation of Dean (Academic Affairs) through Controller of examination (COE).

Maximum credit point average, CGPA required for M.Tech/ M.Plan degree is 90 credits, for MCA it is 150 credits and for MBA it is 100 credits.

***The provisions of conducting the Revaluation of answer books and supplementary examinations are completely abolished.***

#### **7.0 DISCIPLINARY/GRIEVANCE COMMITTEE**

- I. An academic grievance committee is constituted for the smooth functioning of all the post graduate programs of the institute and it consists of the following members:

<b>Dean (Academic Affairs)</b>	<b>Convener</b>
<b>Dean (Student Affairs)</b>	<b>Member</b>
<b>Concerned HOD</b>	<b>Member</b>
<b>Controller of Examination</b>	<b>Member</b>
<b>Associate Dean (PG and Research)</b>	<b>Member</b>

**The above committee will deal with all the PG students academic matters/grievances related to attendance, academics etc., problems in the PG program. The committee will meet as and when necessary, and send the recommendations to the Chairman senate for final approval and action.**

- II. Although all PG students residing in the hostels or outside hostels are expected to maintain the decorum and harmony of the hostels and campus community to the best of their behavior, a disciplinary committee will be constituted for the smooth running of the hostels life of all PG students in the MANIT campus. This committee consists of the following members.

<b>Dean (Student Affairs)</b>	<b>Convener</b>
<b>Dean (Academic Affairs)</b>	<b>Member</b>
<b>Concerned HOD</b>	<b>Member</b>
<b>Concerned Warden(s)</b>	<b>Member</b>
<b>Proctor(s)</b>	<b>Member</b>

The above committee will be dealing with all the administrative/ disciplinary matters related to the PG students living in and out of institute hostels. The committee will meet as and when necessary and send the recommendation to the director of the institute for final approval and action.

## 7.1 DEPARTMENTAL POST GRADUATE PROGRAM COMMITTEE

### Constitution of DPPC:

1	Chairman	HOD of concerned department
2	Members	4 to 7 faculty members nominated by concerned HOD.
3	Coordinator	A member of DPPC nominated by concerned HOD.

### Responsibilities of DPPC:

The Departmental Post Graduate Programme Committee (DPPC) is responsible for the following:

- i. Supervision and conduct of lecture, tutorial and practical classes.
- ii. Supervision and conduct of midterm exam, class tests, quizzes, practical tests, end semester examination, thesis work, seminar and project presentation and ensuring its quality.

- iii. Monitoring of quality of instructions to students.
- iv. Appointment of supervisors of M.Tech./ M.Arch. Candidates.
- v. Admission related matters in PG programmes at departmental level.
- vi. Monitoring the quality of research.
- vii. Proposing and implementing new courses and programs as approved by Senate/ BOG.
- viii. Recommending for release/ continuation of Teaching Assistantship on monthly basis.
- ix. Attending to the problems of students and advising, counseling them in academic matters.
- x. To recommend the cases of M.Tech./ M.Arch. students for continuation/ extension/ termination/ cancellation of programme
- xi. Acting as Student Grievance Committee for PG students at department level.
- xii. Any other work assigned to it by Dean (Academic Affairs)/ Senate.

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

## **8.0 M.TECH/ M.PLAN/ MBA/ MCA THESIS/ PROJECT**

### **8.1 SUPERVISOR(S) SELECTION**

Any PG student, who has completed all the academic requirements as prescribed by the institute, can proceed to select a thesis/project supervisor(s) from the research area in which he/ she is interested to work in his parent department. A student can also choose the thesis supervisor from other departments of the institute, if the chosen supervisor has the same working area in which the student is interested. For this due permission should be taken from the Dean (Academic Affairs), through head of the parent department of the student. The same procedure should be adopted if a student is choosing the supervisor from any other academic institute (NOT below the level of NITs)/ Industries/ Research Organizations. In case a thesis supervisor leaves the institute permanently for more than three months before the completion the thesis, a

student can choose other supervisor with consultation of the Department Post-Graduation Programme Committee (DPPC) and HOD with the intimation to Dean (Academic Affairs).

## **8.2 THESIS/ PROJECT WRITING AND SUBMISSION**

A PG student who has completed all the necessary work of the thesis/ project to the satisfaction of the concerned supervisor(s), may write his/ her thesis/ project report in the prescribed format and must submit the same in the academic section, with the clearance of all dues, before the last date specified by the Institute Failing which he/she will have to pay the late fee as indicated in section 3. The thesis must be soft bounded with **blue color cover page**, and must be certified by the concerned supervisor(s) that the required work was done under his/ her/ their supervision, and there is no duplication of the work. The thesis/ project report should be arranged in following manner and should strictly be followed.

- (i) Cover page with blue color hard paper followed by white paper having the cover page items.
- (ii) Certificate by supervisor(s) in the format specified by the institute
- (iii) Acknowledgement by candidate.
- (iv) Preface/Abstract
- (v) Table of Contents followed by Chapters of the thesis
- (vi) Appendices if any
- (vii) List of Publications, if any.
- (viii) References.

**The details about the PG thesis format will be available on institute website.**

## **8.3 THESIS/ PROJECT ORAL EXAMINATION BOARD**

- (i) The thesis/ project will be examined by an oral examination board formed by the thesis supervisor(s), in consultation with the Head of the Department. It must be recommended by the DPPC and approved by the Chairman senate.



- (ii) The committee shall consist of the thesis supervisor(s) and at least one member from outside the department and a member from the concerned department. The head of the department or person deputed by the head of the department will act as the Convener of the Committee.
- (iii) In addition to these board members any thesis/ project oral examination/ defense must be open to those all who are interested to be the part of the same. A notice regarding thesis defense should be placed on notice boards before one week of its schedule clearly indicating the date, time and venue. Except in some exceptional cases normally the thesis defense will not be on any holiday including Saturday and Sunday.

**8.4 USE OF UNFAIR MEANS/ COPYING OF THESIS**

- (i) Use of unfair means in any examination of the institute is strictly prohibited and is considered as a serious offense. If any such matter is reported by an invigilator, the grievance committee given in Para 7 will recommend any one of the following punishment based on the written report of the invigilator, relevant papers etc. The disciplinary committee will use its own discretion for all the points of category/punishment not covered in the following table.

Category	UFM Type	Punishment
<b>A</b>	During the course of any examination if any book or written paper related to the examination is found with the candidate.	Examination of that theory paper of the candidate will be cancelled.
<b>B</b>	If a candidate leaves the examination hall finally without handing over the answer book to the invigilator or smuggles in an answer book or replaces the continuation sheet during or after the examination.	
<b>C</b>	Getting impersonated by any other person or refuses to hand over the materials used for copying or destroyed the proofs or refuses to sign on UFM Performa all such candidates will be put under this category.	Present examination will be cancelled in full and the student will be Debarred from appearing in the next examination and therefore the candidate cannot be Admitted in next coming semester exams.
<b>D</b>	If a candidate tries to disrupt or actually disrupts the examination or tries to forcefully obstructs the others not to appear in the examination	Present examination will be cancelled in full and the candidate will be Debarred for next two examinations.

E	A candidate misbehaves or uses abusive languages or beats or fights or threatens to harm or tries to bribe or actually bribes an invigilator or a person appointment for examination work at the center or carries any weapon in examination center or takes any dog or any other animal or birds in the exam hall will be grouped under this category	Cancellation of present full Examination and debarred From appearing next four Examination and FIR will be sent to police for criminal proceeding of the Candidate.
---	--	---

- (ii) Copying of the thesis from any source at any stage is strictly prohibited and is treated as a criminal offense. If any candidate is found guilty in this offense at any stage of the program, his/her thesis liable to be cancelled after a due departmental enquiry set up by the Chairman Senate for the same. The Chairman senate is empowered to take any decision on such matters including the termination of the program of candidate.

## 9.0 CHANGE OF RULES

PG Ordinance 2016 is revised in view of minutes of 24th Senate Meeting dt. 15.05.2016, approved in 45th BOG Meeting dt 19.09.2016.

Although the rules and regulations mentioned in this ordinance are not variable but, the Senate, as the Supreme academic body of the institute, from time to time, may revise, amend or alter the regulations, courses of study, their credits and syllabus as and when found necessary. In case a rule needs urgent revision for smooth conduction of academic semester, the same can be done by Chairman Senate and will be ratified in the subsequent senate meeting. ***If there is difference of opinions in understanding/ interpretation of any rule/ regulation given here, the decision of the Chairman senate shall be final.***