

**RULES AND REGULATIONS  
OF  
MASTER OF TECHNOLOGY (M. TECH.)**

**(EFFECTIVE FROM 2013-14)**



**NATIONAL INSTITUTE OF FOUNDRY AND FORGE TECHNOLOGY  
HATIA, RANCHI - 834 003 (JHARKHAND)**

## **1. INTRODUCTION**

- 1.1 The National Institute of Foundry and Forge Technology, Ranchi, hereafter referred to as the Institute, offers four-semester postgraduate (PG) courses leading to the award of Degree of Master of Technology (M. Tech.) of Ranchi University, Ranchi. The objective of these courses is to develop quality manpower to cater the needs of industries and R&D organizations and also to fulfill the growing need for qualified faculty at the institutions of higher learning. The courses have been designed to meet these objectives while maintaining the highest standards of postgraduate engineering education.
- 1.2 The M. Tech. courses will be administered by a Postgraduate Coordination Committee (PGCC) under the Chairmanship of Director of the Institute. The Dean (Academic), Heads of all Departments, Course Coordinator, Course Co-Coordinator and Tabulator(s) will be Members of PGCC.
- 1.3 The PGCC will be responsible for admissions and smooth running of the M. Tech. courses.

## **2. ADMISSIONS**

### **2.1. General Aspects**

- 2.1.1 The medium of instruction, examinations, seminars and project reports will be in English.
- 2.1.2 The M. Tech. courses are fulltime, residential courses. All students are required to reside in the hostels to which they are allotted at the time of admission. However, re-allotment of rooms may be made at later stages for administrative reasons.
- 2.1.3 In each course, seats shall be reserved as per prevalent Government of India norms.
- 2.1.4 In all matters concerning the selection of candidates, decision of Director or his/her nominee, viz. Chairman, M. Tech. Admissions Committee shall be final.
- 2.1.5 In addition to satisfying conditions given in the information brochure for M. Tech. admissions, selected candidates should satisfy other requirements as indicated in their admission offer letter. Only then, they will be admitted to the M. Tech. courses, after payment of prescribed fees. However, if any requirements are found to be violated by the candidate at any time, his/her admission may be revoked by the Director.
- 2.1.6 The Institute reserves the right to cancel the admission of any student and ask him/her to discontinue the studies at any stage of the program either due to unsatisfactory academic performance or unsatisfactory attendance in classes or indecent behavior or any other reason, as the case may be.

## 2.2. Category of Students

- 2.2.1 **Regular Students (GATE qualified):** Candidates with valid GATE score and meeting the eligibility requirements (Section 2.3) may seek admission under this category. They are eligible for financial assistance as per the rules (Section 10).
- 2.2.2 **Regular Students (Self-sponsored):** Candidates not possessing a valid GATE score, but otherwise meet the eligibility requirements (Section 2.3) may seek admission under this category. These candidates will have to appear in the written test conducted by the Institute. They are not eligible for any financial assistance from the Institute.
- 2.2.3 **Regular Students (Sponsored):** Candidates who are permanently employed in reputed R&D organizations, companies associated with design and/or manufacturing of engineering products and reputed engineering colleges and polytechnics, may apply for the admission in under this category. The candidates for admission under this category will be required to apply through their employer.
- 2.2.3.1 He/she should meet the eligibility requirements (Section 2.3) and have at least two years of experience in the field relevant to the M. Tech. course for which the application is made.
- 2.2.3.2 The sponsoring organization must specifically undertake to relieve him/her for the full duration of the course with full pay and allowances.
- 2.2.3.3 These candidates need not have a valid GATE score and they also need not appear in the written test conducted by the Institute.
- 2.2.3.4 At the time of joining the Institute, a sponsored candidate selected for admission shall produce certificates in a prescribed form from the employers to the effect that
- (a) The applicant has been in service there for at least a period of 2 years;
  - (b) The applicant has been officially released from duties for purpose of joining the course and that he/she will draw full pay during their period of study; and
  - (c) The applicant's services are retained with the employers.
- 2.2.3.5 These candidates are not eligible for any financial assistance from the Institute.
- 2.2.4 The candidates belonging to all the categories, vide 2.2.1 - 2.2.3 above, will have to attend an interview before the M. Tech. admissions committee.
- 2.2.5 Two seats are reserved for sponsored candidates in each course offered by the Institute. If suitable candidates are not available under this category, these seats will be converted into general pool seats. The category vide 2.2.2 will be considered only if vacancies existing after selecting candidates vide 2.2.1 and 2.2.3. Total seats for categories vide 2.2.2 and 2.2.3 shall not exceed 20% of the total number of seats approved for each course.

### **2.3. Eligibility for Admission**

2.3.1 The eligibility criteria for different courses offered by the Institute at present are as follows:

Environmental Engineering: (a) B. E. / B. Tech. or equivalent in Civil/ Chemical/Environmental/ Metallurgical/Metallurgy & Materials / Mining Engineering; (b) M. Sc. in Chemistry/ Environmental Science.

Foundry-Forge Technology: B. E. / B. Tech. or equivalent in Automobile/Mechanical/ Manufacturing/Production/Metallurgical/Metallurgy and Materials Engineering.

Manufacturing Engineering: B. E. / B. Tech. or equivalent in Mechanical/Manufacturing/ Metallurgical/Metallurgy and Materials/Production/Industrial Engineering.

Materials Science and Engineering: (a) B. E. / B. Tech. or equivalent in Metallurgical/Materials/ Metallurgy and Materials/Mechanical/Production/ Ceramics Engineering; (b) M. Sc. in Physics / Chemistry/Materials Science.

2.3.1.1 M. Sc. candidates must have studied Mathematics at Graduation level.

2.3.1.2 Eligibility criteria may be modified later by the head of the department offering a particular course with prior approval of Academic Council.

2.3.2 Candidates possessing associate membership of professional bodies should have a valid GATE score to be eligible for admission. However, GATE score is not mandatory for sponsored candidates possessing associate membership of professional bodies.

2.3.3 The candidates must have secured a minimum of 60% marks OR a CGPA of 6.5 (out of 10.0) in the qualifying examination (B. E. / B. Tech. / B. Sc. Engg. or equivalent).

2.3.4 Relaxed criteria of 55% marks OR a CGPA of 6.0 (out of 10.0) will be applicable to candidates belonging to SC/ST category.

2.3.5 The candidates whose results of the qualifying examination are awaited may also be considered for admission, subject to rule 2.4.8.

### **2.4. Admission Procedure**

2.4.1 Announcements of admission for M. Tech. courses will be made for all categories (Section 2.3). The applications for admission will be considered only in prescribed format.

2.4.2 The application forms will be scrutinized by a committee recommended by the Course Coordinator and only such candidates who meet the stipulated requirements will be called for written test / interview.

2.4.2 All admissions to different M. Tech. courses shall be recommended by the duly constituted admissions committee.

- 2.4.3 The admissions committee shall be appointed by the Course Coordinator with approval of the Director. The committee will be headed by the Head of the Department offering the course. All eligible faculty of the department (those possessing M. Tech. and above) will be members and the Course Coordinator will act as Member-Convener, not as signatory.
- 2.4.4 Admissions to different M. Tech. courses may be recommended solely based on performance in the qualifying examination, GATE score/written test and/or interview.
- 2.4.5 Recommendations of admission committees will be submitted to the Course Coordinator and will require the approval of PGCC before offering admission to selected candidates.
- 2.4.6 To encourage reserved category candidates to pursue M. Tech. courses, the requirements for their admission have been set separately as per the guidelines of Govt. of India (refer rule 2.3.4).
- 2.4.7 Selected candidates would be required to accept the offer of admission by paying the prescribed fee on or before the specified last date. In case a candidate does not accept the offer by paying the prescribed fee by the specified last date, the offer of admission may stand withdrawn and will be offered to the candidates in the waiting list, if any, in the order of merit.
- 2.4.8 Selected candidates who have completed all the formalities of their previous degree, including project/thesis examination/viva-voce, before the last date of admission but are unable to produce the certificate in proof of having passed and secured the minimum specified qualifying marks, may be provisionally admitted to the course. Such candidates will be required to produce the evidence of his/her having passed the qualifying degree/examination with minimum specified marks within 8 weeks from the date of admission, failing which his/her provisional admission will be cancelled.

### **3. STRUCTURE OF THE M. Tech. COURSES**

- 3.1 Each M. Tech. course will consist of (a) core courses, (b) elective courses and (c) project work. The student may be required to give one or more seminars and undergo industrial / practical training during the course.
- 3.2 The complete course will have duration of four semesters. The academic programmes in each semester may consist of course work and/or project work approved by Academic Council.
- 3.3 Each M. Tech. course will have a curriculum and syllabi, approved by the Academic Council.
- 3.4 Credits based evaluation will be followed. The credits will be assigned to each subject based on the following general pattern:
- (a) One credit for each lecture period;
  - (b) One credit for each tutorial period;

- (c) One credit for practical session of two periods;
- (d) Credits for the seminar, project work and industrial/practical training will be as specified in the curriculum approved by the Academic Council.

3.5 Electives will have to be taken from the subjects offered by the department concerned in that particular semester from among the list of approved courses.

3.6 Students may be permitted to take elective subjects offered by other departments with the approval of Dean (Academic) of the Institute, provided that the subjects are relevant to their branch of study. Such requests must be processed through the head of the concerned department and Course Coordinator.

#### **4. SEMESTER REGISTRATIONS**

- 4.1 Only those students will be permitted to register, who have
- (a) Paid all required fees, such as tuition fee, seat rent, etc.
  - (b) Cleared all Institute and hostel dues of the previous semester.
  - (c) Has maintained the SGPA requirement during the earlier semester(s) as mentioned in rule 8.9.3.
- 4.2 Semester registration shall be as per the Institute's academic calendar and it is solely the responsibility of the student.
- 4.3 A new entrant, who is awaiting the results of his/her qualifying examination, shall be allowed to register provisionally on submission of a certificate from his/her institution certifying that he/she has appeared in the final of qualifying examination including all papers in theory, practical, project, oral, etc.
- 4.4 A student, who is unable to register on the dates fixed for registration due to compelling reasons, may be permitted for late registration within thirty days from the date of commencement of classes (including Saturdays, Sundays and other holidays) on payment of a prevalent additional late fee as prescribed by the Institute. Registration will not be permitted beyond this extended date and those students have not registered by this extended time limit will be deemed to have abandoned the course.

#### **5. MAXIMUM DURATION OF THE COURSE**

- 5.1 A student is ordinarily expected to complete the M. Tech. course in four semesters. For all categories of students, the normal residence duration in the Institute shall therefore be four semesters.

- 5.2 In case students do not complete their project work in four semesters, they are permitted to submit the report in the fifth semester with prior approval of the project guide, head of the department and Dean (Academic).
- 5.3 Under any circumstances, students shall not be permitted to spend more than five semesters to complete the course work and eight semesters for the entire M. Tech. course including the project work from the date of admission to the M. Tech. course.

## **6. DISCONTINUATION FROM THE COURSE**

- 6.1 Students may be permitted to discontinue the course and take up a full time job, provided they have completed all the course work, i.e. theory, laboratory, seminar, workshop, etc., with a CGPA of 6.0 and have no incomplete subjects.
- 6.2 The withdrawing student shall complete the thesis/project work either in the organization where they work, if it has R&D facility, or in the Institute and submit the thesis and appear at the final viva-voce within 4 years from the date of admission to the course.
- 6.3 Sponsored students and those who opt to become non-resident in order to join service will either have to produce a letter from their employer stating that they can carry out the thesis/project work at their employing organization or rejoin the department/centre to work on the project full time at a later date if the employing organization does not have the facility for execution of the project work.
- 6.4 Students desirous of discontinuing the M. Tech. course at any stage with the intention of completing the project work at a later date should seek and obtain prior permission of the Head of the Department and Dean (Academic).
- 6.5 Provided further that
  - (a) The student communicates in writing to the head of the department by the end of preceding June the intention to submit the dissertation later.
  - (b) Before submission of the dissertation the student delivers a seminar talk (on his project work) on a date to be fixed by the head of the department and clears all outstanding dues, if any, to the Institute or to hostel.
  - (c) The student has to pay the semester registration fee for the remaining semester(s) and re-admission fee as may be prescribed by the Institute from time to time.
  - (d) The assessment of dissertation and conduct of the viva voce thereon will be arranged by the head of the department along with other regular students of that particular semester.
- 6.6 Students who discontinue their studies without prior permission before completing the course work shall be deemed to have abandoned their studies and their names will be struck off the rolls of the Institute with effect from the date of absenting from the classes.

- 6.7 A student who leaves the Institute without prior permission even after completion of course work shall also be treated to have discontinued and will be liable to similar action.
- 6.8 Students continuously not signing in attendance register for more than 30 days (including Saturdays, Sundays and Public holidays) will be deemed to have discontinued the course and their names will automatically be removed the register. This will be applicable even if they have been found to be attending the classes without signing in the register.

## **7. ATTENDANCE**

- 7.1 The faculty handling a subject must finalize the attendance 3 calendar days before the commencement of end semester examinations. Copies of the same should be sent to the Course Coordinator and Head of the Department concerned.
- 7.2 A minimum of 70% attendance shall be required by a student in each subject, in both theory and practical. The particulars of all students who have attendance less than 70% in that subject must be announced in the class by the concerned faculty.
- 7.3 No relaxation may be considered on any other ground including medical. However, students may be allowed to avail leave on medical ground only, beyond the permissible limit at the discretion of Director.
- 7.4 Students having less than 70% attendance in any subject (in both theory and practical) shall be debarred from appearing in the end semester examination of that semester and shall not be allowed to continue the course. However, they may be allowed to continue afresh in the same semester from which they were debarred along with next batch of students.

## **8. ASSESSMENT PROCEDURE**

- 8.1 There will be continuous assessment of the student's performance throughout the semester and grades will be awarded on the basis of following:
- (a) Internal marks (Rule 8.6.1) and end semester examinations in the case of theoretical subjects;
  - (b) Comprehensive viva-voce;
  - (c) Laboratory/design/workshop, thesis/project, seminars, dissertation and viva-voce.
- 8.2 The Course Coordinator, who will also be Centre Superintendent, will conduct end semester examinations on behalf of the Ranchi University.
- 8.3 Comprehensive viva-voce committee will be constituted by the head of the department consisting of members of faculty member of the department and two faculty members from allied department(s).



- 8.4 Seminar assessment committee will be formed by the head of the department with members as in 8.3 and the seminar guide as additional member.
- 8.5 The conduct of comprehensive examination and seminar assessment and forwarding the marks to the Course Coordinator will be the responsibility of the Head of the Department concerned.

### **8.6 Tests and Examinations**

- 8.6.1 Internal assessment shall be awarded based on assignments (20%), class tests (40%), general class performance (20%) and attendance of the student (20%).
- 8.6.1.1 Allocation of marks for assignment will be as follows:
- |                          |           |
|--------------------------|-----------|
| Submission by due date : | 20%       |
| Late submission :        | 0% to 16% |
- 8.6.1.2 The attendance of the student must be considered following the pattern given below:
- | Attendance (%)    | Percentage of Internal Marks |
|-------------------|------------------------------|
| ≥ 95.0            | 20                           |
| ≥ 80.0 and < 95.0 | 18                           |
| ≥ 75.0 and < 80.0 | 16                           |
- 8.6.2 There will be one end semester examination of 3 hours duration in each lecture based subject. This examination shall consist of Section A (set by external examiner) and Section B (set by internal examiner), each having the same format for questions. There shall be 5 questions in each section and the students shall answer 3 questions in each section.
- 8.6.3 Evaluation of project work will be taken up only after the student completes all the core as well as elective course requirements satisfactorily. In the case of projects, a viva-voce examination will be conducted on completion of the project work.

### **8.7 Allocation of Marks for Different Courses**

- 8.7.1 Lecture and laboratory based courses will have 25 marks for internal assessment, 100 marks for end semester examinations and 25 marks for laboratory viva-voce.
- 8.7.2 Lecture and tutorial based courses will have 50 marks for internal assessment and 100 marks for end semester examinations.
- 8.7.3 Only laboratory based courses will have 50 marks for the internal assessment. Practical or oral examination must be conducted during end semester for 50 marks.

## 8.8 Grades and Performance Indices

8.8.1 For the purpose of indicating the performance of a Master's student in a given specialization, the Institute awards letter grades in each course for the students.

8.8.2 A student is deemed to have completed a course successfully if he/she secures a letter grade other than F.

8.8.3 A course successfully completed cannot be repeated for obtaining better grades.

8.8.4 Grades will be awarded on the basis of total marks obtained in the course (after adding moderation marks, vide rule 8.8.5) using the following criteria:

≥ 90.0%	Ex
≥ 80.0% and < 90.0%	A
≥ 70.0% and < 80.0%	B
≥ 60.0% and < 70.0%	C
≥ 50.0% and < 60.0%	D
≥ 40.0% and < 50.0%	P
< 40.0%	F

8.8.4.1 These letter grades and their corresponding points on a 10 point-scale are: Ex = 10; A = 9; B = 8; C = 7; D = 6; P = 5; and F = 2.

8.8.5 A maximum of 1.5% marks may be added to the total marks secured by the student if and only if, it enhances his grade in that subject. The above marks may be added by Moderation Board. The marks added by Moderation Board should be posted in the tabulation sheet. The total marks that can be added in the result of a student in a particular semester should however be limited to 5.0.

8.8.5.1 The Director shall be the Chairman of the Moderation Board. The heads of all the departments, Dean (Academic), Course Coordinator and Tabulator(s) shall be the members of board.

8.8.6 Any student, who fails to appear in any subject(s) of the end semester examinations on any ground, shall be deemed to have failed in such subject(s).

8.8.6.1 If a student has failed to appear in a maximum of two subjects in the end semester examinations on justified grounds, he/she will be permitted to appear in supplementary examinations (see rule 8.9).

8.8.6.2 If a student fails to appear in more than two subjects of the end semester examination, he/she will have to leave the programme.

## 8.9 Supplementary Examinations

- 8.9.1 A student who earns F grade in any subject shall appear in the supplementary examination in that subject. The supplementary examination will be only for written portion of the subject and it will be held within 2-3 weeks after the announcement of results of a semester.
- 8.9.2 The rule 8.9.1 is not applicable if a student earns F grades in more than two subjects in any semester. In such case, the student will have to leave the course.
- 8.9.3 Notwithstanding rules 8.9.1 and 8.9.2, if a student fails to secure a SGPA of 5.5, he/she will have to leave the course.
- 8.9.4 Those students who fail in the supplementary examinations also will have to leave the course.

## 8.10 Declaration of Results and Issue of Grade Cards

- 8.10.1 The letter grades awarded to the students in each subject will be displayed on the notice boards of the academic section soon after the final approval of the Vice Chancellor, Ranchi University.
- 8.10.2 Grade cards will be issued to the students at the end of each semester that will contain the following:
- (a) Course number, name of the course and the credits for each course registered in the semester.
  - (b) Performance in each subject by the letter grade obtained, vide rule 8.8.4.
  - (c) Semester grade point average (SGPA).
- 8.10.3 The Semester Grade Point Average (SGPA) will be calculated by the formula:

$$SGPA = \frac{\sum C_i \times GP}{\sum C_i}$$

where,  $C_i$  is the credits for course, GP is the grade points obtained in that course and  $\sum C_i$  is the sum of credits of all courses in that semester. For the Cumulative Grade Point Average (CGPA), a similar formula is used except that  $\sum C_i$  is the sum of credits of all courses in all the semesters.

- 8.10.4 No SGPA will be awarded if a student earns one or more F grades. The SGPA for that particular semester in which the student earns F grades will be computed when he/she clears the subjects in the supplementary examination.
- 8.10.5 No class/division/rank will be awarded to the students at the end of the M. Tech. course.
- 8.10.6 The Institute shall follow the following conversion between CGPA and % Marks.

$$\% \text{ Marks} = (CGPA - 0.5) * 10.0$$

- 8.11 In case any student has been found using unfair means in written / practical examination in any subject of the semester for which the examinations are in progress, he/she will be expelled from the course.

## **9. THESIS/PROJECT WORK**

- 9.1 A student will carry out project work during the third and fourth semester. The project carries a total of 25 credits (10 credits being assigned in third semester and 15 credits during fourth semester).
- 9.2 A student shall carry out the project work under the supervision of a member of the faculty or may undertake to execute the project in collaboration with an Industry, R&D organization or another academic institution/University where sufficient facilities exist to carry out the project work. In addition to the Supervisor from the department, a co-supervisor may be appointed by the collaborating organization with the approval of the Dean (Academic). The co-supervisor will be associated with the guidance. The internal supervisor may, if felt necessary, visit the Industry or Research Laboratory or University in connection with the project of a student.
- 9.3 The performance of a student in project work has been divided into two parts.
- 9.3.1 In third semester, the student will have to submit a report of work done during the semester and present a seminar of 20-25 minutes duration (followed by discussion) to the members of the Project Assessment Committee. The grades shall be assigned on the basis of marks awarded in the following manner:(i) 50 marks for project work, to be awarded by the supervisor(s); and (ii) 50 marks for report and seminar, to be awarded by the Project Assessment Committee.
- 9.3.2 The Project Assessment Committee will be headed by the Head of the Department to which the student is affiliated. Two faculty members of the same department and two faculty members from the allied departments will be nominated by the Head. For any student, his/her supervisor(s) cannot be members of Project Assessment Committee.
- 9.3.2 The student will submit the final dissertation at the end of fourth semester before the prescribed last date. The rules and regulations relating to the final dissertation and its evaluation are described in Section 9.4.

### **9.4. Submission of Thesis and Oral Examination**

- 9.4.1 The supervisor(s) shall forward a list of examiners (comprising of at least two but not more than four examiners from outside the Institute) to the Course Coordinator, through the head of the department at least 30 days before submission of the thesis. Two unbound copies of the thesis (one for external examiner and one for the Course Coordinator), prepared according to the

prescribed format available in the academic section, shall be submitted to the head of the department at least one week before the probable date of oral examination.

- 9.4.2 The Course Coordinator will form the panel of examiners for each student following the list proposed by the supervisor(s) and the composition of the committee as mentioned in 9.3.2 and get it approved by the PGCC.
- 9.4.3 The Course Coordinator will fix the date of oral examination and make announcements (through notices and/or e-mail) and also forward unbound copies of thesis to the examiners. The date of oral examination shall be communicated to the academic section also.
- 9.4.4 The external examiner will be conducting the viva-voce of the thesis, coordinated by the Course Coordinator. The student will have to appear at the viva-voce and deliver a seminar of 20-25 minutes duration.
  - 9.4.4.1 In case the external examiner recommends a major revision and recommends a re-examination of the project, the student shall be required to continue the project and resubmit the thesis within a period of two months.
  - 9.4.4.2 In case the external examiner rejects the thesis, the student shall be required to re-register for the project in the next semester.
  - 9.4.4.3 The award of marks will be done in the following manner: (a) 50 marks for project work, to be awarded by the supervisor(s); (b) 25 marks for the dissertation, to be awarded by the external examiner; and (c) 25 marks for the viva-voce, to be awarded by the external examiner.
- 9.4.5 On successful completion of oral examination, each student shall submit bound copies of the thesis making corrections, if any, suggested by the external examiner (one each to the supervisor(s) and the department) and an electronic copy to head of the department. Student shall obtain approval of the supervisor(s) before submitting the corrected version of the bound thesis.
- 9.4.6 All the project reports of a batch of students will be copied on a CD for archival purpose and deposited to Library and Documentation Centre of the Institute.
- 9.4.7 The oral examination will be held within one month from the date of submission of the thesis/project. If however the student does not make available for the examination his/her course will be deemed to have been terminated. Request for revival of the course by such a student should be addressed to the Director.
- 9.4.8 The Course Coordinator will record the date of submission of the thesis/project and arrange to send the thesis to the external examiner. The Course Coordinator will inform the external examiner of the date of oral examination and send a copy to the academic section.

9.4.9 Marks awarded by supervisor(s) concerned should be submitted to the Course Coordinator at least 10 days before the conduct of project evaluation in that particular semester.

### **9.5 Thesis Supervisor(s)**

9.5.1 A student shall normally not have more than two supervisors at any given time. In case a second supervisor (co-supervisor) is chosen from industry or research organization, he/she should preferably have M. E. / M. Tech. degree or equivalent. In exceptional cases a person with B. E. / B. Tech. degree or equivalent, with a minimum of 10 years of relevant experience may be considered as co-supervisor.

9.5.2 Each faculty shall preferably be the primary supervisor for not more than three students and co-supervisor for not more than three students.

9.5.3 Thesis supervisor(s) of a student shall normally be chosen from amongst the faculty members of the department concerned.

9.5.4 The departments will evolve modalities for appointing of supervisor(s) keeping in view the aspirations of the students and faculty interest. The heads of the departments will coordinate this activity and will formally communicate the appointment of thesis supervisor(s) of all students to the Course Coordinator.

9.5.5 No change/addition of supervisor(s) is allowed after the thesis has been submitted. In case there has been a change/addition in the supervisor(s), the thesis will be submitted not earlier than three months from the date of communication of such change/addition to the Course Coordinator.

9.5.6 No change in thesis supervisor(s) will be allowed without the consent of the head of concerned department.

9.5.7 If a student's supervisor proceeds on long leave or resigns or retires or otherwise ceases to be a faculty member of the Institute, the supervisor has the responsibility to appoint a co-supervisor or a supervisor in consultation with the student. Nevertheless, in such a case, the supervisor is required to inform the Course Coordinator. In this case the number of supervisors may be more than two if an external supervisor already exists. In this case the entire responsibility of the student lies with co-supervisor or the new supervisor, as the case may be.

### **9.6 Project Work in Industry, R&D Organizations or other Institutions / Universities**

9.6.1 A student may, with the approval of the head of the department, do project work in collaboration with Industries, R&D organizations or other academic Institutions or Universities. The student shall acknowledge the involvement and/or contribution of the collaborating

organization in completing the project in the dissertation and a certificate to this effect, issued by the supervisor from the collaborating organization, will be appended to it.

- 9.6.2 It is mandatory for all students to make a full disclosure of all data on which they wish to base their thesis. They cannot claim confidentiality simply as it would come into conflict with the interests of collaborating organization. Any tangible intellectual property other than copyright of thesis may have to be assigned to the Institute; the copyright of the thesis itself would however lie with the student as per the IPR policy in force at the time. The thesis of students shall be rejected unless there is full and complete disclosure of data and the student will not be eligible for the M. Tech. degree in such cases.
- 9.6.3 The following conditions must be satisfied while doing the project work in industry and other R&D organizations:
- (a) An external guide having qualification not less than M. E. / M. Tech. must be deputed by the industry/R&D organization where the student intends to do the project work.
  - (b) The visits to the industry/R&D organization for carrying out the project work should be properly intimated to the head of the department and Course Coordinator in advance. Such applications will have to come through the internal guide.

## **10. FINANCIAL ASSISTANCE**

- 10.1 The Institute provides financial assistance to PG students admitted through GATE score on semester-to-semester basis in the form of half-time teaching assistantship (HTTA) of amounts as approved by the Govt. of India from the date of joining the course. The duration of HTTA shall be up to four semesters.
- 10.2 A student who has been awarded the HTTA is expected to devote up to 8 hours per week towards academic job(s) assigned to him/her. The renewal of HTTA from second semester onwards depends on the student's satisfactory performance and the discharge of assistantship duties.
- 10.2.1 The criteria for satisfactory performance will be 6.0 SGPA in a particular semester. If the student fails to secure this minimum SGPA, the assistantship will be withdrawn for the remaining duration of the course. The assistantship will not be revived even if the student obtains this minimum SGPA in the subsequent semesters.
- 10.3 In the case of a student, availing the HTTA, discontinues his/her studies before the completion of course, the assistantship shall be payable up to the date he/she attends the classes or works in the department concerned.

- 10.4 A student who was permitted, after having successfully completed the course work barring the thesis/project work, to leave the Institute for purpose of joining services maybe re-awarded the assistantship for the remaining part of the tenure of 24 months provided that
- (a) The student submits on re-joining, an application for the resumption of assistantship enclosing a certificate of "No Objection" from the employer. The student shall not draw any salary from the employer during continuance of the assistantship;
  - (b) Such application shall be granted at the discretion of the Institute on the basis of merit of the case.
- 10.5 In the event of a student being absent from the department without obtaining prior permission/sanction there for and/or if the period of absence exceeds the limit of admissible leave (Section 12), deductions may be made from the student's monthly installment of assistantship proportionately.
- 10.6 In the event the student is reported to be caught and proved of adopting unfair means in the examination, laboratory tests, etc. the disciplinary committee will have the option to decide stopping the payment of assistantship for such duration, as it may deem fit and approved by the Director.
- 10.7 Students availing HTTA are not entitled for any other scholarship or remuneration from any other source during the same period. In the event of a student becomes eligible for another scholarship from the Institute or any other source, the student will have the option to retain any of the awards according to the choice. In such a case the student will communicate the choice in writing to the Dean (Academic).
- 10.8 Students admitted through self-supporting and sponsored categories are not eligible for HTTA.

## **11. GRADUATION REQUIREMENTS**

- 11.1 A student shall be declared to be eligible for the award of M. Tech. degree, if he/she
- (a) Successfully completes the prescribed core and elective courses and the thesis;
  - (b) Clears all dues to the Institute, Library and Hostel;
  - (c) Has no disciplinary action pending against him/her; and
  - (d) Secures a minimum CGPA of 6.0.

## **12. LEAVE RULES**

- 12.1 All M. Tech. students should apply to head of the department (which offers a particular course) for leave stating the reasons whenever they are not in a position to attend classes/project work. GATE qualified students will not be eligible for scholarship for the period of absence, if the



leave is unauthorized even if they have not fully utilized their eligible leave. During the first year of study, the leave letter will have to be routed through their task in-charge (for GATE qualified students) or submitted directly (for self-sponsored and sponsored students). During the second year, the leave applications will be routed through their guides (for all categories). In case of courses offered jointly by more than one department, the seniority of the heads of departments involved will decide the responsibility for sanctioning of leave.

- 12.2 Students are eligible for leave of 30 days in a year, which will be regularized as 15 days per semester with a provision of carryover from first to second semester and from the third to fourth semester. The unutilized leave from the first year cannot be carried over to the second year.
- 12.3 The intervening holidays will be treated as part of leave with provision of suffixing and prefixing holidays. The leave of 30 days includes medical and all other leaves, in an academic year. If any Saturday, Sunday or Holiday falls during the leave, they will be counted towards leave except for such holidays prefixed or suffixed with the leave.
- 12.4 The accumulated leave can be availed during vacation only. Out of the 30 days of leave per annum a student will be permitted to avail maximum 15 days of leave on completion of each semester. However, any leave not availed at the end of any semester can be carried over to the next semester and the cumulative can be availed together, subject to a maximum of 30 days at a time. The maximum number of carried over leave is 15 days.
- 12.5 Absence without obtaining prior sanction of leave will be considered as an act of indiscipline and shall entail reduction of scholarship on a pro rata basis, besides any other action that may be decided by the Institute.
- 12.6 Any absence over and above the prescribed limit of admissible leave shall entail deduction from scholarship, besides other actions as may be decided by the Institute.
- 12.7 If a student is absent without permission for more than one month his/her name will be removed from the rolls.
- 12.8 A student is not entitled to any vacation on account of inter-semester break, summer and winter vacations.
- 12.9 Students may be permitted to proceed outside the Institute on Duty Leave for carrying out field work, library work, experimental work, laboratory work and for other research/academic work permitted by the PGCC. Duty leave may also be availed for attending conferences, seminars, short courses, workshops, etc. The period for duty leave normally shall not exceed 30 days in a semester. However, in exceptional cases if the period of duty leave is required to exceed 30 days, permission would require a prior approval from the Director.

- 12.10 Respective head of the department offering a particular M. Tech. course will maintain an attendance register of all categories of students. In case of courses offered jointly by more than one department, the seniority of the heads of departments involved will decide the responsibility for maintaining the attendance and leave record. At the end of every month, they will send a report of leave of all students to the Course Coordinator.

### **13. DISCIPLINE**

- 13.1 Every student shall observe the discipline and decorous behavior both inside and outside the campus and should not indulge in any activity that will bring down the prestige of the Institute.
- 13.2 Students shall show due respect to the faculty of the Institute and wardens of the hostels. Proper courtesy and consideration should be extended to the employees of the Institute and of the hostels and Gymkhana. They shall also pay due attention and courtesy to the visitors of the Institute.
- 13.3 Ragging in any dimension is a criminal and non-bailable offence in our country. The current State and Central legislations provide for stringent punishment including imprisonment. Once the involvement of a student is established in ragging, the offending student will be dismissed from the Institute and will not be admitted into any other Institute in the country. Avenues also exist for collective punishment, if individuals can not be identified in this inhuman act.
- 13.4 The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
- (a) Ragging.
  - (b) Lack of courtesy and decorum; indecent behavior anywhere within or outside the campus.
  - (c) Willful damage or stealthy removal of any property/belongings of Institute, hostels and of fellow students.
  - (d) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drug.
  - (e) Adoption of unfair means in the examinations.
  - (f) Mutilation or unauthorized possession of library books.
  - (g) Noisy and unseemly behavior, disturbing studies of fellow students.
- 13.4.1 Commensurate with the gravity of the offence, the punishment may be reprimand, fine, expulsion from the hostel, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.
- 13.5 For an offence committed in the following cases, the authority to reprimand or impose fine or take any other suitable measure shall vest with the persons indicated:
- (a) Department or classroom                      Head of the department

- (b) Hostels Chief hostel warden
  - (c) Elsewhere Dean (Students)
- 13.6 All cases involving punishment other than reprimand shall be referred to the Conduct and Discipline Committee, constituted by the Director from time to time, by Dean (Academic).
- 13.7 The composition of the Conduct and Discipline Committee shall be as follows:
- (a) Dean (Students) Chairman
  - (b) Chief Hostel Warden Member
  - (c) Warden of hostel concerned Member
  - (d) Head of concerned department Member
  - (e) Chairman, Gymkhana Member
  - (f) One member, nominated by Director Member (On rotation basis, every two years)
  - (g) Assistant Registrar (Academic) Member-Secretary
- 13.8 The committee will enquire into the charges and recommend suitable punishment to the Dean (Academic), if the charges are substantiated. The Dean (Academic) will consider the recommendation of the committee for appropriate action.
- 13.9 The student may appeal to the Director, whose decision will be final.
- 13.10 Cases of adoption of unfair means in an examination shall be dealt with by the head of the department concerned in consultation with the invigilators and the paper-setter. The head of the department shall recommend appropriate measures in each case to the Director who shall award the punishment.
- 13.11 The head of the department may debar a student from appearing in an examination on any of the following grounds, if his/her
- (a) Attendance in the lecture/tutorial/practical/workshop/design/field visits/project and seminar classes during the semester has been unsatisfactory;
  - (b) Performance in the laboratory/workshop/design etc. and work done during the semester/project has not been satisfactory;
  - (c) Conduct in the classes or in the Department/Centre has been unsatisfactory or the student has attempted to adopt unfair means at the examination;
- 13.12 A student may also be debarred from appearing at an examination if there is a written report from the Chief Hostel Warden to the effect that the student
- (a) Has not cleared the outstanding dues in the hostel;
  - (b) Has been involved in an act of misconduct or indiscipline;
  - (c) Has been involved in any such activity, which is/amounts to detrimental towards reputation and interests of the department/Institute.

#### **14. USE OF POWERED VEHICLES**

- 14.1 The students living in the Institute hostels are not allowed to use powered vehicles, namely two-wheelers and four-wheelers.
- 14.1.1 Exemption may be allowed on written permission from the Chairman Academic Affairs and Chief Hostel Warden, in case of persons with disabilities only.
- 14.2 One time excuse may be allowed for violation of 14.1 with a penalty of Rs. 500.00. The name of such student and the registration number of the vehicle will be noted down in the register.
- 14.2.1 If a student continues to use the same vehicle or different vehicle or the vehicle (in the register, vide 14.2) being used by any other student, including scholars (even those residing in married scholar's accommodation), will lead to a penalty of Rs. 5000.00 for every instance.