ACADEMIC REGULATIONS

PG Programs

MASTER OF SCIENCE (M.Sc.)

MASTER OF SCIENCE (TECH) (M.Sc. (Tech))

INTEGRATED MASTER OF SCIENCE (Integrated M.Sc.)

MASTER OF BUSINESS ADMINISTRATION (MBA)

MASTER OF COMUPTER APPLICATIONS (MCA)

MASTER OF ARTS IN ENGLISH LANGUAGE AND LITERATURE PROGRAMME (M.A.)

(Effective from 2024 - 2025)



NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL

Academic Regulations of PG Programs (M.Sc., M.Sc. (Tech), Integrated M.Sc., MBA, MCA and MA) effective from 2024-25

1. INTRODUCTION:

Provision of these regulations shall come into force with effect from the academic year 2024-2025 and shall be applicable to all M.Sc., M.Sc. (Tech), Integrated M.Sc., MCA, MA and MBA courses (unless otherwise stated) offered by the Institute.

1.1 PG Degree Programs are offered in the following specializations by the respective departments as listed below:

Department	Program	Specialization (s)
Department of Management Studies	MBA	---
Computer Science and Engineering	MCA	---
Physics	M.Sc. (Tech) Engineering Physics	1. Electronics and Instrumentation 2. Photonics
	Integrated M.Sc.	Physics
Mathematics	M. Sc.	1. Applied Mathematics 2. Mathematics and Scientific Computing
	Integrated M.Sc.	Mathematics
Chemistry	M.Sc. Chemistry	General Chemistry
	Integrated M.Sc.	Chemistry
Humanities and Social Science	M.A.	English in Language and Literature

1.2 The provisions of these regulations shall be applicable to any new discipline that may be introduced from time to time.

1.3 The medium of instruction for all programs offered in the Institute is English.

2. ADMISSION:

2.1 Admission to National Institute of Technology Warangal shall be made in accordance with the instructions received from the Ministry of Education (MoE), Government of India from time to time. Seats are reserved for candidates belonging to Scheduled Castes (SC), Schedules Tribes (ST), Other Backward Classes (OBC), Persons with Disability (PWD), Economically Weaker Section (EWS) and other categories as per the guidelines issued by MoE, from time to time.

2.2 Admissions are made on All India basis for all the programs, with reservations as per Govt. of India norms. The selection criterion for admission into

(i) M.Sc., and M.Sc. (Tech) is based on JAM, through CCMN.

(ii) Integrated M.Sc. is based on relative performance in the Joint Entrance Examination (JEE – Mains)

(iii) M.C.A. is based on NITs MCA Entrance Test (NIMCET) and

(iv) M.B.A. is based on CAT/ MAT score followed by group discussion and personal interview.

(v) M.A. based on academic merit, written test, and interview conducted by NITW

2.3 If, any time after admission, it is found that a candidate had not fulfilled all the

Requirements stipulated in the offer of admission, in any form whatsoever, including possible misinformation etc., the Dean-Academic shall report the matter to the Senate recommending for the cancellation of admission of the candidate.

2.4 The institute reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his/her studies on the grounds of indiscipline or any misconduct.

2.5 The decision of the Senate, regarding sections 2.3 and 2.4 above, is final and binding.

2.6 Candidates must fulfill the medical standards required for admission as prescribed by the Institute.

2.7 Every graduate student of the Institute shall be associated with his/her parent department offering the degree program that the student undergoes, throughout his/her study period

2.7.1 Candidates seeking admission into M.Sc. and M.Sc. (Tech) should have passed BA/B.Sc. or equivalent degree in the subject concerned from a recognized University/Institute with not less than 60% marks aggregate or equivalent CGPA of 6.5 on a ten point scale for GEN/GENEWS/OBCNCL. In case of SC/ST/PWD candidates 55% marks aggregate or equivalent CGPA of 6.0 on a ten point scale is the eligibility requirement.

2.7.2 Candidates seeking admission into Integrated M.Sc. should have studied passed 10+2 with Mathematics, Physics and Chemistry as the main subjects from a recognized Institute with not less than 60% marks aggregate or equivalent CGPA of 6.5 on a ten point scale for GEN/GENEWS/OBCNCL. In case of SC/ST/PWD candidates 55% marks aggregate or equivalent CGPA of 6.0 on a ten point scale is the eligibility requirement.

2.8 The total intake to this program is 60 with 20 each in Physics, Chemistry and Mathematics

2.9 Candidates seeking admission into M.C.A. should have passed three-year degree or equivalent degree from a recognized University/Institute with not less than 60% marks aggregate or equivalent CGPA of 6.5 on a ten point scale for GEN/GENEWS/OBCNCL. In case of SC/ST/PWD candidates 55% marks aggregate or equivalent CGPA of 6.0 on a ten point scale is the eligibility requirement.

2.10 Candidates seeking admission to M.C.A. should have studied Mathematics or related subjects in their 10+2 and in their degree.

2.11 Candidates seeking admission to M.B.A. should have completed any Bachelor's degree with at least 60% aggregate marks or 6.5 CGPA on 10-point scale with a valid CAT/MAT/GMAT score are eligible to apply for the programme. SC/ST/PwD Candidates with 55% aggregate marks or 6.0 CGPA on 10-point scale and a valid CAT/MAT/GMAT score are eligible to apply for the programme.

2.12 Eligibility and other criteria for admissions to PG courses of the Institute will be reviewed and decided by the Senate from time to time.

3. COURSE STRUCTURE:

3.1 M.Sc. and MBA Programs are of 4 semester duration, M.Sc. (Tech) and MCA programs are of 6 semesters and Integrated M.Sc. Programs are of 10 semesters spread over 5 years.

3.2 The total course structure for these programs will typically consist of the following components.

a) 2 Years M.Sc. programs for 74-79 credits as prescribed in the respective curriculum:

- Program Core Courses (PCC)
- Program Elective Courses (PEC)
- Minor Project
- Seminar and Technical Writing
- Summer Internship and Research Experience
- Comprehensive Viva
- Dissertation

b) 3 Years M.Sc. (Tech.) program (115 credits):

- Program Core Courses (PCC)
- Program Elective Courses (PEC)
- Seminar and Technical Writing
- Comprehensive Viva
- Dissertation

c) 2 Years MBA Program (82 credits):

- Program Core Courses (PCC)
- Program Elective Courses (PEC)
- Seminar and Technical Writing
- Summer Internship and Research Experience
- Comprehensive Viva
- Dissertation

d) 3 Years MCA program (106-116 credits as prescribed in the Curriculum):

- Program Core Courses (PCC)
- Program Elective Courses (PEC)
- Seminar and Technical Writing
- Summer Internship and Research Experience
- Comprehensive Viva
- Dissertation

e) 5 Years Integrated M.Sc. program:

Common Curriculum for first THREE years will have the following curricular components for 114 credits:

- Program Core Courses (PCC)
- Program Elective Courses (PEC)
- Minor Project
- Seminar and Technical Writing
- Mandatory Non-credit courses

Curriculum for the last TWO years will have the following curricular components for 74 to 80 credits as prescribed in the respective curriculum

- Program Core Courses (PCC)
- Program Elective Courses (PEC)
- Minor Project
- Seminar and Technical Writing
- Summer Internship and Research Experience
- Comprehensive Viva
- Dissertation

f) 2 Years M.A. programs for 68-70 credits as prescribed in the respective curriculum

- Program Core Courses (PCC)
- Program Elective Courses (PEC)
- Minor Project
- Dissertation and Seminar

Note:

I. Open Elective Courses can be in any of the following areas*: Basic Sciences, Engineering Science Courses, Humanities & Social Sciences and Management.*

II. A student will not be permitted to register open elective course offered by the parent department.

III. The allotment of the open elective course shall be based on CGPA and the preference of the student.

IV. *Mandatory Non-Credit courses include: Extra Academic Activity* in the first two semesters

V. Every student admitted into the first year is required to register, and complete satisfactorily, the Mandatory Non-Credit courses: Extra-Academic Activity (E.A.A. = Games & Sports and Yoga and Wellness) in the first two semesters. Students, who could not successfully complete EAA in both of the semesters of the first year, will have to satisfy this requirement before the end of Second year. Interested students can also enroll in NCC / NSS.

3.3 **The Departmental Academic Committee – PG&R** will discuss and finalize the exact credits offered for the program for the components of section 3.2, the semester-wise distribution among them, as well as the syllabi of all the above programs along with course outcomes of each course, course articulation matrix and pre-requisites, from time to time and recommend the same to the Senate through Curriculum Development Committee for consideration and approval.

3.4 **Assignment of Credits to Courses:** Each course has a certain number of credit(s) assigned to it depending upon its lectures/tutorials/practical hours as shown below:

- Lectures and Tutorials: One lecture or tutorial hour per week over the period of one 14 week semester is assigned one credit.
- Practical: One laboratory/practice hour per week over the period of one 14 week semester is assigned half credit.
- A few courses are without credit and are counted under mandatory non-credit courses (for Integrated M.Sc. program).

3.5 **Degree Requirements**

A student shall fulfil the following requirements for the award of the PG degree:

(a) Credit Requirements: Minimum Earned Credit Requirements for the award of Degree is as per the credits prescribed in the curriculum of the respective programs with a CGPA of *not less than 5.00*.

(b) The minimum duration for a student for complying with the Degree requirement is *TWO academic years in case of M.Sc. and MBA programs, THREE years in case of M.Sc. (Tech) and MCA programs and FIVE years in case of Integrated M.Sc.* program from the date of first registration for his/her first semester.

(c) The maximum duration for a student for complying with the Degree requirement is FOUR *academic years in case of M.Sc. and MBA programs, SIX years in case of M.Sc. (Tech) and MCA programs and EIGHT years in case of Integrated M.Sc.* program, from the date of first registration for his/her first semester.

4. ACADEMIC CALENDAR:

The Institute follows a semester system. An academic year generally runs from July through April next year and is essentially comprised of two semesters. Typically, the 1st semester starts in the 3rd week of July and ends in the last week of November; the 2nd semester starts in the second/third week of December and ends in the last week of April.

4.1 The senate shall approve the schedule of academic activities for an academic year including the dates of registration, and End-semester examinations. The duration of each semester will normally be of 17 weeks, which includes all examinations. The number of effective teaching weeks in a semester shall be 14.

4.2 Academic calendar is approved by the Senate in the beginning of each academic year, which also includes the date of the co-curricular and extra-curricular programs like Technical seminars / Spring Spree/Institute Fest etc. Both students and faculty are required to strictly adhere to the academic calendar for completion of academic activities.

5. RESIDENTIAL REQUIREMENT:

The Institute is essentially residential in nature. Unless otherwise permitted, every student shall reside in one of the Halls of Residence and be a boarder of a mess to which he/she is assigned. The rules relating to the residential requirements are given in Student Disciplinary Manual (see https://nitw.ac.in/dms/).

6. ATTENDANCE:

The following are the rules relating to attendance requirements:

6.1 Every student is expected to have 100% attendance in each course in which he/she has registered at the beginning of the semester. However, condonation for shortage of attendance up to 20% (i.e., not lower than 80% aggregate attendance in any course) may be granted by the Head of the concerned Department.

6.2 Additional relaxation up to 15% is allowed in extreme cases such as medical grounds requiring hospitalization (minimum 3 days) or calamity in the family (Death/Serious illness to blood relatives). Students are required to submit appropriate proofs such as case sheet, proof of medical bills, proof of payment of Hospital bill etc.

6.3 Attendance relaxation up to 2% is allowed for girl students. Additional relaxation up to 5% is allowed for girl students in EAA.

6.4 Students with orthopedic disability are exempted from EAA.

6.5 A student representing the Institute in approved extracurricular activities such as Sports, Games, Cultural meets, Seminars, Workshops, Conferences and Interviews arranged through Centre for Career Planning and Development (CCPD), NCC/ NSS Camps shall be considered as on-duty, subject to a maximum of **five working days** in a semester. Prior permission from the concerned Head of the Department is required for availing on-duty permission. The period of absence, in such cases, will be counted as 'present' for the computation of percentage of attendance at the end of semester. Students officially permitted to represent the Institute in cultural/sports activities shall be considered as present for the award of marks for the attendance.

6.6 Additional relaxation up to 5 working days is allowed for Placement coordinators.

6.7 For the purpose of attendance calculation, every scheduled practical class will count as one unit irrespective of the number of contact hours.

6.8 Students not having the mandatory requirement of minimum attendance in any course, shall not be permitted to appear for the end semester examination in that course, and is awarded "R" Grade in that course. Such student has to register for the course in which he/she has shortage of attendance, as and when the course is offered next.

6.9 If the period of absence is for a short duration (of not more than one week), leave application should be submitted to the concerned Head of the Department, stating fully the reasons for the leave requested, along with the supporting document(s). The Head of the Department shall grant such leave. During such a leave period, the student will be marked as absent.

Even with this leave applied, the student must satisfy the minimum attendance requirement to appear for the end semester examination.

6.10 If the period of absence exceeds one week, a prior application for grant of leave should be submitted through the Head of the Department to the Dean-Academic with supporting documents. The decision to grant such leave shall be taken by the Dean- Academic, after considering the recommendation of the Head of the Department, provided the student can maintain the minimum required attendance.

6.11 If a student is absent from the institute continuously for more than four weeks without notifying the Dean Academic, his/her registration for that semester will stand cancelled.

7. REGISTRATION:

7.1 Every student is required to register on-line at the commencement of each semester on the day(s) notified in the Academic Calendar and collect the registration slip signed by the Faculty Advisor. However, Students with backlogs need to report physically before the faculty advisor for registration.

7.2 Percentage attendance for all students will be counted from the date of commencement of class work, irrespective of his/her date of registration. However, in case of I Year I Semester, attendance will be counted from date of admission into the Institute or date of commencement of class work, whichever is later.

7.3 The registration will be organized at the respective Department under the supervision of the Head of the Department/ Coordinator of a respective specialization / program.

7.4 A student who does not register on the days announced for the purpose may be permitted, in consideration of any compelling reason, late registration within the next week on payment of additional late fee as prescribed by the Institute from time to time. In special cases where the delay is beyond one week, Dean Academic may allow, on a case to case basis, for late registration with appropriate fee

7.5 After registration in each semester, each student should collect a registration sheet, which indicates the courses registered by him/her in that semester, signed by the faculty advisor. The student should carry this registration sheet for all the examinations in that semester. This registration sheet along with Institute ID card serves the purpose of hall ticket for appearing the examinations in that semester.

7.6 A student who has already registered may

(a) register for a new course in addition to the courses he/she has already registered for

(OR)

(b) opt for a new course in place of the one already registered for with the concurrence of the faculty advisor.

Any change of the course as permissible by sub-paras (a) and (b) above must however be done within two weeks after registration and should be intimated to the Dean- Academic.

7.7 Every student is required to register every semester without fail. If a student is permitted to take a semester break, he/she has to register for that particular semester and complete it before registering for the subsequent semester.

7.8 Only those students will be permitted to register who have

i. Cleared all the Institute and Hostel dues of the previous semesters,

i. Paid all required fees for the current semester, and

ii. Not been debarred from registering for a specified period on disciplinary or any other ground.

7.9 A Student can register for a backlog subject whenever it is offered. His/her previous marks/grades are cancelled and will have to attend all classes and examinations as and when they are conducted. Alternatively, a student can appear for make-up examination in the backlog subject as and when it is conducted.

7.10 **Registration in next Semester:**

- A student with a CGPA of 5.0 or above is eligible to register for courses in the next semester with the following conditions:
    - Mandatory registration for backlog courses first in study mode and the remaining from the courses offered in the next semester so that maximum credit registration should not exceed 25 credits.
    - The timetable should permit.
    - A clear recommendation from the Faculty Advisor for the registration of courses.
- A student with a CGPA below 5.0 will be placed on slow-paced learning. The student will be permitted to take courses both backlogs and next semester at a slower pace satisfying the following conditions:
    - Mandatory registration for backlog courses first in study mode and the remaining from the courses offered in the next semester so that maximum credit registration should not exceed 20 credits.
    - The timetable should permit
    - A clear recommendation from the Faculty Advisor for the registration of courses

7.11 A student will be given a maximum of two chances to clear each course i.e. one regular examination and one makeup examination. If a student fails to clear the course after availing these two opportunities, he/she must register for that course in study mode by attending it to enhance his/her learning without wasting time to clear the course simply waiting to write makeup examination.

8. EVALUATION - GRADING SYSTEM:

8.1 As a measure of student's performance, a 7-scale grading system using the following letter grades and corresponding grade points per credit shall be followed.

Letter Grade	S	A	B	C	D	P	U
Point	10	9	8	7	6	5	3

Grading will be done based on the total marks obtained by the student in that course as shown in the following Table.

Letter Grade	**S**	**A**	**B**	**C**	**D**	**P**	**U**
Marks	**90-100**	**80-89**	**70-79**	**60-69**	**50-59**	**40-49**	**0 - 39**

However, if the faculty feels, the minimum marks for the award of "S" Grade may be lowered up to a maximum of 5 marks. Please make sure that the range of marks for all other Grades (A to P) shall be 10.

(i) A student, who has not written end semester examination shall be awarded "U" grade.

- Further, there shall be four transitional grading symbols, which can be used by the examiners to indicate the special position of a student in the course.
    - **I:** for "Incomplete assessment", when the student misses the End-semester examination on Medical grounds (see rule 10.4).

- **R:** for 'Insufficient attendance' in the course (see Rule 6).
- **W**: for "Temporary withdrawal' from the Institute (see rule 18).
- **X**: for "Debarred" on grounds of indiscipline/ malpractices in examinations. See (https://nitw.ac.in/dms/)

8.2 Semester Grade Point Average (SGPA) will be computed for each semester. The SGPA will be calculated as follows:

$$SGPA = \frac{\sum_1^n C_i GP_i}{\sum_1^n C_i}$$

where C_i = Credits for the course

GP_i = the grade point obtained for the course

n = Number of courses registered in the Semester.

8.3 Starting from I Year II Semester a Cumulative Grade Point Average (CGPA) will be computed for every student at the end of every semester. The CGPA would give the Cumulative performance of the student from the first semester up to the end of the semester to which it refers and calculated as follows:

$$CGPA = \frac{\sum_1^n S_i C_i}{\sum_1^n C_i}$$

where, n = the total number of Semesters under consideration

C_i = Total number of Credits Registered during a particular Semester

S_i = SGPA of the Semester.

8.4 The CGPA, SGPA and the grades obtained in all the subjects in a semester will be communicated to every student at the end of every semester excepting last semester. In its place a consolidated grade sheet (with required credits) will be issued. This consolidated grade sheet supersedes all the earlier grade sheets.

8.5 Both SGPA and CGPA will be rounded off to the second place of decimal and recorded as such. Whenever these grade point averages are to be used for the purpose of determining the inter-se merit ranking of a group of students, only the rounded off values will be used.

8.6 CGPA to Marks Conversion:

CGPA shall be converted into percentage marks, if required, using the following formula:

% marks = (CGPA – 0.5) X 10

8.7 **Transitional Grades:**

a) **Grade I:** When a student gets "I" Grade for any course(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated ignoring this (these) course(s). After these transitional grades have been converted to appropriate grades, the SGPA for the semester and CGPA at the end of the semester will be recalculated after considering the new grades.

b) **Grades R, W and X:** When a student gets any of these transitional grades in any course(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated by taking 'zero point' for these course(s). After these transitional grades have been converted to appropriate grades, the SGPA for the semester and CGPA at the end of the semester will be recalculated after considering the new grades.

c) **Grade U:** When a student gets the 'U' grade in any course during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only 'three point' for each 'U' grade. After the 'U' grade has been substituted by better grades during a

subsequent semester, the SGPA and CGPA of all the semesters starting from the earliest semester in which the 'U' grade has been updated, will be recomputed and recorded to take this change of grade into account.

9. ASSESSMENT OF ACADEMIC PERFORMANCE:

9.1 Each theory course in a semester is evaluated for 100 marks, with the following weightages.

Attendance	5
Teacher Assessment (Assignment, Project, Seminar, Quiz test etc. or any assessment method at the discretion of the teacher.)	15
Mid Semester Examination	30
Major Examination	50

9.2 **Marks based on attendance**: Marks (out of 5) for attendance will be awarded as follows:

Attending 81-85% of classes: 1 marks

Attending 86-90% of classes: 2 marks

Attending 91-95% of classes: 3 marks

Attending 96-100% of classes: 5 marks

9.3 If due to any compelling reason (such as his/her illness, calamity in the family etc.) a student fails to meet any of the requirements within/on the scheduled date and time, the Head of the Department in consultation with the concerned faculty member may take such steps (including the conduct of compensatory tests/minor examinations) as deemed fit.

9.4 There will be a coordinator amongst the faculty members handling the common course across several sections. For uniformity, based on the coverage of the syllabus, a common question may be prepared for the major (end-semester) examinations. However, the evaluation may be performed by individual faculty members following a uniform evaluation scheme.

9.5 The mode and nature of the evaluation and the corresponding weightages, for the Teacher Assessment shall be intimated to the students at the beginning of the semester along with the lecture schedule.

9.6 Each laboratory course in a semester is evaluated for 100 marks, through continuous assessment. The marks for continuous assessment may be distributed among various components like Attendance (5 marks), class work performance, Lab records, Quizzes, viva, skill tests/ assignments/ mini projects**. It's not mandatory to conduct major (end semester) examination for a laboratory course.** However, if it is conducted, the weightage for the end semester examination shall be less than or equal to 50 marks. The scheme of evaluation has to be informed to students by the respective faculty in the beginning of the laboratory course.

9.7 A Seminar Assessment Committee will be formed by the Head of the Department/Centre for the evaluation of performance at Seminars. Every student is expected to attend all the seminars of all the students of the batch held in the Department/Centre during the semester. Due weightage shall be given to a student's attendance in the overall evaluation of this requirement.

9.8 Comprehensive Viva Evaluation:

i. The comprehensive viva voce examination carrying 2 credits will cover the entire course of study till the last semester. The viva voce shall be conducted by a committee constituted by the Head of the Department. The committee will also have an expert from outside the

institute nominated by the Director.

ii. A student who has failed in the comprehensive viva-voce shall be required to present himself/herself again within a period of two months for the viva-voce on a date to be fixed by the concerned Head of the Department /Centre.

9.9 Dissertation Evaluation:

i. The number of credits for the dissertation to be carried out by a student depends on the course structure as indicated in section 3.2. In case of M.Sc. (Tech) and M.C.A. programs, dissertation is carried out for a full semester. For these two programs, the minimum period for submission of projects shall be 24 weeks inclusive of preceding vacation. This minimum period shall be strictly adhered. In the case of MBA program the dissertation is carried out for the full quarter. The dissertation shall be submitted as per the schedule given in the academic calendar.

ii. The dissertation supervisor will periodically review the progress of the student and finally give his/her assessment of the work done by the student.

iii. The Dissertation will be evaluated for 100 marks, with the following weightages:

	Sub-component	**Weightage**
a)	Periodic evaluation by Guide	40 marks
b)	Midterm review	20 marks
c)	End Semester viva-voce examination	40 marks

The end semester viva-voice examination will be conducted by Director's nominee along with an evaluation committee constituted by the Head of the Department. The midterm evaluation will also be done by the evaluation committee.

iv. A student will be permitted to submit the dissertation only if he/she completes all the courses as required in the program.

v. The Departments must evolve rubrics for evaluation of Dissertation. The marks may be distributed among various components like selection of topic, problem statement, literature review, methodology, oral and written presentation of the work done and performance in viva-voce examination.

vi. Dissertation and Viva-Voce: A student shall be required to submit a thesis on the Dissertation work carried out by him/her. The template for the dissertation report may be downloaded from (https://www.nitw.ac.in/path/?dept=/nitwForms). The students are required to submit a report showing that the plagiarism is within 20% along with the three annexures as stipulated in Anti-plagiarism policy. Three/four bound copies along with a soft copy of the dissertation shall be submitted to the Head of the Department/Centre within the last date prescribed in the Academic Calendar for the purpose. Dissertation viva - voce will be held within the date fixed in the academic calendar and the grades will be finalized by the committee.

vii. If the performance of the student in Dissertation is not satisfactory, he/ she will be awarded 'U' grade. The student has to repeat the dissertation work by registering in the next semester. Such students may be given an option either to continue with the same topic and with the same guide or change the guide and the topic of his/ her dissertation.

viii. Extension of dissertation work beyond the deadline of submission in very special case may be granted by the Dean (Academic) on recommendation of the department / center for a maximum period of 3 months and he/she will be awarded "I" Grade. The viva-voce must

be completed within the extension period. The student shall not be eligible for any medal/prize during the extension period. However, if the student had been absent on medical grounds and his/her dissertation had been extended, he/she may be eligible for award of medal or prize, if any. If the above-mentioned extension period encroaches into the next semester, the student need not pay the tuition fee.

10. MAJOR (END-SEMESTER) EXAMINATIONS:

10.1 The Major (End-semester) examinations in respect of theory courses will be conducted centrally by the examination branch as per the schedule given in the academic calendar.

10.2 Head of the Department sends the list of courses registered by each student for the semester along with percentage of attendance.

10.3 Appearing in the major examination in the theory and laboratory (if conducted) courses is mandatory for a student. Unless exempted as stated in rule 10.4, if a student fails to appear for the major examination, he/she shall be awarded 'U' grade in the course.

10.4 However, if a student misses the major examinations due to a compelling reason like serious illness which necessitates hospitalization or a calamity in the family, he/she may appeal to the Dean-Academic before commencement of examination through his/her Head of the Department after getting Medical Officer from Institute Medical Officer for permitting himself/herself to appear in the subsequent examination(s), when conducted next. A committee consisting of the following members may, after examining the documents and being convinced about the merit of the case, recommend him/her to appear in the subsequent examination(s), when conducted next, condoning his/her absence. In such cases, transitory grade 'I' is temporarily awarded to the student in the course. **Re-end examination will be conducted once in a year, at the time of Make-up examination.**

Committee:

a) Dean-Academic, Chairman.
b) Dean, Students Welfare
c) Concerned Head of the Department
d) The Institute Medical officer
e) Professor-in-Charge, Examinations (Convener)

10.5 Students will be permitted to appear in the examinations in only those courses for which they have registered at the beginning of the semester.

10.6 The final grades awarded to the students in a course must be submitted by the faculty member, within five working days from the date of the last examination to the concerned Head of the Department. The Head of the Department shall place the grades of students in all courses before the DAC-PG&R for its consideration and recommendation. The grades recommended by the DAC-PG&R shall be sent to the examination branch.

10.7 Any change of grade of a student in a course consequent upon detection of any genuine error of omission and/or commission on part of the concerned faculty member must be recommended by the DAC-PG&R and shall be forwarded by the faculty member through the Head of the concerned Department within 5 (five) days from the date of publication of the results.

10.8 As a process of learning by students and to ensure transparency, the answer scripts after correction of class tests, written examinations, assignments etc., shall be shown to the

students within two weeks from the date of test/examination.

10.9 In order to ensure transparency in the evaluation of scripts of end-semester examination, those answer scripts also shall be shown to the students up to one day before the finalization of grades in the DAC-PG&R. Once the Grades are finalized by DAC-PG&R, the student will no longer have any right to verify his/her answer scripts.

10.10 The student can appeal to DAAC for any arbitration within **five** working days from the date of official publication of results in the Institute Website.

11. EVALUATION OF INTEGRATED (THEORY + LABORATORY) COURSES:

11.1 For integrated courses, the criterion of 80% minimum attendance shall be satisfied separately in theory and laboratory classes. Otherwise he/she will be awarded 'R' grade.

11.2 The weightage for evaluation shall be based on credit ratio of the theory to laboratory in that course. For example, in a 2-0-2 (3 credit course), the weightage for the laboratory shall be 33% (1/3). For a 3-0-2 or 2-1-2 (4 credit course), the weightage for the laboratory shall be 25% (1/4).

11.3 For the integrated course, the total marks need to be calculated based on the above weightage.

11.4 All the rules for grading applicable to other courses may be followed in toto for grading any integrated course.

11.5 The evaluation scheme for both theory and laboratory components shall be informed to the student through lecture plan in the beginning of the course.

11.6 In case of makeup examination, the student shall be evaluated in both theory and laboratory components and after arriving at the total marks based on the weightage, the applicable rules shall be followed for awarding a grade.

12. MANDATORY NON-CREDIT COURSES (in case of Integrated M.Sc. program):

Extra Academic Activity (E.A.A. = Games & Sports and Yoga and Wellness) in the first two semesters. They are executed by the Centre for Sports Activities.

13. SWAYAM / NPTEL COURSES

13.1 A student may complete SWAYAM-NPTEL courses recommended by the concerned Department and transfer equivalent credits to partially complete the mandatory credit requirements of the Program.

13.2 The Department may permit students to register from other platforms, by taking care of evaluation and grading.

13.3 Before the commencement of each Semester, the Parent Department shall release a list of SWAYAM-NPTEL courses, duly approved by the Director that may be offered as Departmental Elective/Open Elective courses.

13.4 SWAYAM-NPTEL Courses are considered for transfer of credits only if the concerned student has successfully completed and obtained the SWAYAM-NPTEL Certificate to this effect.

13.5 A student cannot transfer credits from SWAYAM-NPTEL Courses for any other type of Courses not permitted in the concerned Curriculum.

13.6 Students shall register for the approved Courses as per the schedule announced by SWAYAM-NPTEL.

13.7 The credit equivalence for SWAYAM-NPTEL Courses: 12 weeks – 3credits; 8 weeks – 2 credits; 4 weeks – 1 or 0 credits.

13.9 The marks obtained by the student for such SWAYAM-NPTEL Courses will be converted to grades as per the evaluation guidelines (8.1) suggested.

13.10 A student must submit the original SWAYAM-NPTEL Course Certificates to the Head of the Parent Department concerned, with a written request for the transfer of the equivalent credits. On verification of the SWAYAM-NPTEL Course Certificates and approval by the Head of the Department concerned, the SWAYAM-NPTEL Course(s) and equivalent Credits will be included in Course (with associated Credits) Registration of the concerned student in the Semester immediately following the completion of the SWAYAM-NPTEL Course(s).

13.11 If any faculty is assigned for the evaluation of the courses taken through these platforms, he/she can evaluate like any regular course by following the assessment and evaluation guidelines.

13.12 A student may submit a request for credit transfer from SWAYAM-NPTEL Courses before the last instruction day of the 8th Semester of the B.Tech. Program as specified in the Academic Calendar.

13.13 The Institute shall not reimburse any fees/expenses, a student may incur for the SWAYAM-NPTEL Courses.

14. AWARD OF CLASS:

14.1 **First Division with Distinction:** A student who has passed all the courses without securing R, X, or U Grades during the period of study and with a **CGPA of 8.00 and above** is considered eligible for the award of First Division with Distinction.

14.2 **First Division:**

a) A student failing to satisfy Rule 14.1, even if he/she gets a **CGPA of 8.00** or more will be eligible for the award of First Division only.

b) A student with a CGPA of 6.50 and above but less than 8.00 is considered eligible for the award of the First Division.

14.3 **Second Division:** A student with a CGPA of 5.00 and above but less than 6.50 is considered eligible for the Second Division award.

15. MAKEUP EXAMINATION:

Makeup examinations will be conducted once in an academic year, during summer. Students appearing in Makeup examination shall be governed by the following rules:

15.1 A Student with 'U' grade(s) can appear in Make-up examination conducted at the end of Academic year, or register in Study mode, whenever the course is offered. In case of Study mode, his/her previous marks/grades are cancelled and he/she will have to attend all classes and examinations along with next batch of students. Major changes in the timetable shall not be entertained to accommodate backlog students.

15.2 Students with “R” Grade in any course are not eligible for writing the makeup examination for that course.

15.3 Students with “U” or “I” Grade only are eligible to write makeup examination. The marks obtained by the student in continuous evaluation will be added to the marks obtained in makeup examination and will be graded as per the grading used for his/ her class.

15.4 A student can appear only once in the makeup examination (the earliest opportunity) in the

courses in which he / she has obtained "U" grade.

15.5 Failing to clear/appear the course in the makeup examination (the earliest opportunity), the student shall have to register for the course in study mode, whenever it is offered.

15.6 The schedule for makeup examination will be given in the Academic calendar.

15.7 A student can register for makeup examinations in any number of courses. The schedule of makeup examinations will not be altered to suit individual students.

16. DISSERTATION WORK IN COLLABORATION WITH INDUSTRY:

16.1 A student may, with the approval of the Head of the Department/Centre, visit an industry or a Research Laboratory for data collection, discussion of the dissertation, experimental work, survey, field studies, etc. during the project period. Projects sponsored by the industry or Research Laboratories will be encouraged and a close liaison with such organizations will be maintained.

16.2 A student may, with the approval of Head of the Department/Centre, do the dissertation work in collaboration with an industry or a Research and Development Organization. The student shall acknowledge the involvement and / or contribution of an industry, R&D organization in completing the project in his/her dissertation and a certificate to this effect issued by the supervisor from the industrial organization will be included in the dissertation.

16.3 It is mandatory for all students (especially those who do their dissertation in an Industry, R&D organization in India or abroad) to make full disclosure of all data on which they wish to base their dissertation. They cannot claim confidentiality simply because it would come into conflict with the Industry's or R&D laboratory's own interests. Any tangible intellectual property other than copyright of dissertation may have to be assigned to the Institute. The copyright of the dissertation itself would however lie with the student as per the IPR policy in force.

16.4 In addition to the Supervisor from the department/center guiding the dissertation work, a Joint Supervisor may be appointed from the Industry and Research Laboratory with the approval of DAC - PG&R. A certificate from the joint supervisor will be included in the dissertation. A member of faculty of the Institute, who is the internal supervisor, may, if felt necessary, visit the industry or the Research Laboratory in connection with the dissertation work of his/her student.

17. SEMESTER AND SUMMER INTERNSHIPS:

17.1 Students with CGPA more than 6.50 and having no backlogs up to 3rd /5th /9th Semester (MBA/MSc/MSc.Tech/Int. MSc) will only be permitted to go for semester internship arranged through CCPD in 4th /6th/ 10th Semester.

17.2 Students are not allowed to undertake a full-semester internship after the commencement of their final semester classwork if they have not registered for the approved online courses and have registered for professional electives offered at the Institute.

17.3 Students shall complete the courses prescribed for the final Semester through self-study mode or by enrolling in an appropriate SWAYAM/NPTEL online course, in accordance with the regulations specified in § 13. They shall appear for the Mid-Semester and End-Semester examinations conducted by the Institute as per the prescribed schedule.

17.4 Students are not allowed to undertake a full-semester internship after the commencement of their final semester classwork if they have not registered for the

approved online courses and have registered for professional electives offered at the Institute.

17.5 The project carried out by the student during internship will be considered for project.

17.6 The organization providing internship shall allow the students to present the data related to his/her project carried out during internship in the project report to be submitted to the institute for evaluation.

17.7 Students can complete the elective courses of 4th Semester in 2nd or 3rd Semester so as to enable themselves for semester internship. However, the grades of these courses will be reflected in 4th Semester Grade sheet only.

17.8 Students may be permitted to write exams (continuous evaluation) online.

17.9 Summer internship is mandatory for MBA program while it is optional for other PG programs. A student may undergo summer internship for a period of eight weeks, if he/she wishes, immediately after the completion of 2nd semester in case of M.Sc., M.Sc. (Tech.), MCA and MBA programs and 8th semester in case of Integrated M.Sc. program.

18. TEMPORARY WITHDRAWAL:

18.1 A student who has been admitted to PG program of the institute may be permitted to withdraw temporarily for a period of one semester or more from the Institute on grounds of prolonged illness/acute problem in the family, which compelled him/her to stay at home, provided that:

a) He/she applies to the Institute within 15 days of the commencement of the semester or from the last date of attending the classes, whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the parent/guardian.
b) The institute is satisfied that, inclusive of the period of withdrawal, the student is likely to complete all the requirements for the degree within time limits specified.
c) There are no outstanding dues against him/her or demands from him/her in the Institute/ Department/ Hostel / Library etc.

(a) A student who has been granted temporary withdrawal from the institute under the above provisions will be awarded 'W' grade. If the student applies for withdrawal before start of the semester or within 15 days of the commencement of the semester, he/she will be exempted from paying the tuition fee for that semester.

18.2 A student shall be granted only one such temporary withdrawal during his/her tenure.

18.3 A student, who wishes to join the job, after successful completion of the entire course work, may be permitted to pursue dissertation on part-time basis provided:

a) Sufficient facilities are available in the organization where he/she is working
b) There is a competent supervisor in the organization
c) The minimum period for submission of dissertation work shall be double the amount of the balance period.
d) The dissertation of such a part-time student shall be under the guidance of two supervisors, one from the organization and the other from the Institute.
e) If the student at the time of joining the job has completed substantial part of his/ her dissertation work such student may be permitted based on the recommendations of DAC-PG&R to submit his/ her thesis along with the regular students. There is no need for co-supervisor from his/ her organization.

19. EXIT POLICY FOR PG PROGRAMS:

- In case of Integrated M.Sc. program, the student is permitted to exit with a B.Sc. at the end of third year and B.Sc. Honors at the end of fourth year based on the student's request subject to meeting all the eligibility requirements.
- In case of M.Sc.Tech and MCA programs, foundation certificate in the respective discipline can be given at the end of the first year based on the student's request subject to meeting all the eligibility requirements. PG diploma can be given after completion of 2 years year based on the student's request subject to meeting all the eligibility requirements.
- In case of Integrated PG engineering programs (3+2), at the end of UG (3 years), BSc degree and at the end of 4 years B.Sc.(Honors) can be given year based on the student's request subject to meeting all the eligibility requirements.

20. CERTIFICATE RETENTION FEE:

Students will be charged with Certificate retention fees as per the details shown below: All students –

- Who have passed in current and previous academic year - No charge.
- Who have passed in the last 2 to 10 academic years - Rs. 1,000
- Who have passed in the last 11 to 20 academic years - Rs. 5,000.
- Who have passed more than 20 academic years back - Rs. 10,000

21. STUDENT FEEDBACK:

It is mandatory for every student to submit the feedback on each and every course, he/she has undergone, at the end of every semester within the due date. At the end of the final semester exit feedback also has to be submitted.

Results will be withheld for those students who have not submitted the feedback within the due date. All such students have to:

i. pay a fine of Rs. 500/-
ii. obtain permission from Dean – Academic
iii. fill the feedback for viewing the withheld result.

22. EXAMINATION RECORDS:

22.1 The valued answer scripts shall be preserved for a maximum period of 6 months after publication of results and submission of course files.

22.2 Examination record of all students shall be maintained in both soft and hard copy form in the Examination Branch.

23. CHANGE OF REGULATIONS:

The academic programs of the Institute are governed by Rules and Regulations approved by the Senate from time to time. The Senate is a statutory and supreme body that governs all academic matters of the Institute, and the rulings of Senate Chairperson (Director of The Institute) are final in regard to all academic issues.

Notwithstanding all that has been stated above, the Senate, has the right to modify any of the above rules and regulations from time to time. All such modifications shall be documented and numbered sequentially and shall be made available on the Institute website under Ordinances.

ACADEMIC COMMITTEES: FUNCTIONS AND RESPONSIBILITIES

Committee	Constitution of the Committee	Guidelines	Functions
DEPARTMENTAL ACADEMIC COMMITTE – PG&R (DAC-PG&R)	**Chairman:** Head of the Department **Members:** All Professors and Associate Professors and Faculty Advisors, Program Coordinators • **Tenure:** two years.	• There shall be one DAC-PG&R for every department, which is involved in the teaching for any of the PG program. • The Head of the department will nominate one of the members as secretary.	• To monitor the conduct of all postgraduate courses offered by the Department and course work of PG program. • To ensure academic standards and excellence of the courses offered by the department. • Review and Recommend the grades to senate for approval. • To consolidate the registration of the students and communicate to the course instructor and Dean- Academic. • To consider any matter related to the postgraduate program(s) of the Department. • To take up any responsibility or function assigned by the Senate or the Chairman of the Senate or Chairman of DAC-PG&R. • To report the cases of malpractices to the Malpractices and Disciplinary Action Committee.
CLASS REVIEW COMMITTEEE (CRC)	**Chairman:** Head of the Dept. / Senior Faculty of the Department concerned, preferably not associated with teaching of the class, to be nominated by the Head of the Department concerned. **Members**: All faculty members handling the class, four students, to be chosen by the students of the class from amongst themselves.	Every Class (group of students registered for a course and taking the course together in a section/class) of the PG Program shall have a Class Review Committee, consisting of Faculty and Students.	⇨ The Class Review Committee shall meet at least twice in a semester, once between four to five weeks and another between eight to nine weeks after the commencement of classwork. ⇨ The basic responsibilities of the Class Review Committee are to review periodically the progress of the classes, to discuss problems concerning curriculum and syllabi and the conduct of the classes. ⇨ The committee will review the performance of the class in

	Convener / Secretary: Faculty advisor of the class **Tenure:** One Semester		various exams conducted as part of continuous evaluation till that date. • Each CRC will communicate its recommendations to the Head of the Department / DAC-PG&R of the parent teaching department. • The minutes of each CRC meeting shall be recorded in a separate minutes register maintained in the parent/teaching department. • Any appropriate responsibility or function assigned by the DAC- PG&R or the chairman of the DAC- PG&R
DEPARTMENTAL ACADEMIC APPEALS COMMITTEE (DAAC)	**Chairman:** Head of the Department **Members:** Three faculty members of the Department consisting of one Professor, one Associate Prof. and one Asst. Prof. • **Nominee:** One Professor from outside the Department nominated by Dean-Academic	• There shall be one DAAC for every department. • The Chairman may co-opt and / or invite more members. • If the concerned instructor is a member of DAAC then he/she shall keep himself out of the Committee during deliberations. • The quorum for each meeting shall be a minimum of THREE (Professor from outside department is mandatory).	• To receive grievance /complaints in writing from the students regarding anomaly in award of grades due to bias, victimization, erratic evaluation, etc. and redress the complaints. • To interact with the concerned course instructor and the student separately before taking the decision. • The decision of the DAAC will be based on simple majority • The recommendations of the DAAC shall be communicated to the Dean-Academic for further appropriate action as required.
CURRICULUM DEVELOPMENT COMMITTEE (CDC)	**Chairman:** Head of the Dept./Senior Professor **Members:** All professors and Associate Professors, Three External members: One from Academics, One from Industry, One from R&D labs (One of the above may be an alumnus.	• The Chairman will nominate one of the members as secretary. • The Chairman can co-opt any other member	• To develop the curriculum for the postgraduate courses offered by the department and recommend the same to the Senate. • The CDC is required to meet at least once in two years. • To review the internal audit reports submitted by faculty

ACADEMIC AUDIT COMMITTEE – DEPT. (AACD)	**Chairman:** Professor nominated by Director **Members:** One Department Nominee **Convener/Secretary:** Head of the Department	• The duration of the members of the committee will be two years	• To recommend corrective measures, if any. • To send a consolidated report to Academic Audit Committee – Institute
ACADEMIC AUDIT COMMITTEE – INSTITUTE (AACI)	**Chairman:** Director • **Members:** Dean (Academic), Two professors nominated by Director	• The members of the duration of the committee is TWO years.	• To review the recommendations of AACD of each department • To initiate appropriate measures (counseling / training etc.).
FACULTY ADVISOR	**Faculty Advisors:** nominated by the Head of the Department	• In case of PG, One Faculty advisor for each program.	• To help the Students in planning their courses and activities during study. • To guide, advice and counsel the students on academic program and registration. • To register the students for the course work in both the even and odd semesters. • To present the results of even and odd semesters to DAC-PG&R