

**MASTER OF TECHNOLOGY**  
(M. Tech)  
**REGULATION 2025**



# M. TECH. REGULATIONS 2025



## CONTENTS

Definitions	4
1. Preamble	6
2. Eligibility Criteria for Admission	6
3. Programme Structure	8
4. Leave Rules	8
5. Course Registration	11
6. Assessment Procedure	12
7. Academic Monitoring and Student Support	19
8. Break of Study	22
9. Academic Auditing	22
10. Migration from Other Universities	23
11. Grace Marks for Sports /Arts Competitions	24
12. Grace Marks to Differently Abled Candidates	26

## DEFINITIONS

- ‘Academic Calendar’** means the schedule of commencement and culmination of classes and events for M. Tech programme started every academic year and declared by the Institute by order issued from time to time.
- ‘Academic Year’** means the academic year consisting of two consecutive (one odd + one even) semesters.
- ‘AICTE’** means the All India Council for Technical Education constituted under the All India Council for Technical Education ACT 1987.
- ‘GB’** means the Governing Body of the Institute.
- ‘BoS’** means the Board of Studies constituted by the Institute
- ‘CGPA’** means Cumulative Grade Point Average.
- ‘CIA’** means Continuous Internal Assessment which is assessed for every student for every course during the semester.
- ‘CoE’** Controller of Examinations.
- ‘Course’** means a theory / dissertation / miniproject / practical subject that is normally studied included in the curriculum.
- ‘Discipline’** means the branch of M. Tech Degree Programme or the broad branch of engineering. Example: Civil Engineering, Mechanical Engineering etc.
- ‘ESE’** means the End Semester Examination which is conducted by the Institute at the End of the Semester for all the courses of that semester as per the curriculum.
- ‘Grade Card’** means the certificate issued to each candidate generally containing course type, course code, course title, grade, credit values and grade points along with SGPA of that semester/CGPA of the Programme.
- ‘Parent University’** means the APJ Abdul Kalam Technological University (APJAKTU).
- ‘Private Candidate’** means a student who has not completed the M.Tech programme within the stipulated duration of the programme but permitted to appear in the End Semester Examination of the programme.
- ‘Programme’** means the combination of courses and/or requirements to be completed that lead to a degree or certificate. Example, M.Tech in Information Security, M.Tech in Construction Management etc.

**‘M. Tech Degree Programme’** means a programme leading to the award of a Masters’ Degree by the Parent University.

**‘SGPA’** means the Semester Grade Point Average.

**‘Stream’** means two or more similar M.Tech Programmes.

**‘Supervisor’** means the person who supervises the work and mentors/advises the student in his Dissertation/Research Project work.

**‘UGC’** means the University Grants Commission constituted under the University Grants Commission Act 1956.

## **1. PREAMBLE**

- R1.1 These regulations are applicable to all M.Tech (Regular) Degree Programmes conducted in MITS(Autonomous) from the Academic Year 2025-26 onwards.
- R1.2 The provisions contained in these regulations shall govern the policies and procedures on the admission and registration of students, imparting instructions of course, conduct of the examination, evaluation, certification of students performance leading to the award of M.Tech Degree(s).
- R1.3 These regulations for the M.Tech Degree Programmes along with all the amendments thereto, shall be binding on all students undergoing the said M.Tech Degree Programme(s) conducted in MITS(Autonomous) from the Academic Year 2025-26 onwards.
- R1.4 These regulations, as amended from time to time shall be binding on all parties concerned, including the Students, Faculty and Staff of the Institute.
- R1.5 In all matters related to the interpretation of the provisions in these Regulations, the decision of the GB of the Institute shall be final.

## **2. ELIGIBILITY OF ADMISSION**

- R2.1 The candidate shall be an Indian National.
- R2.2 The candidate should have B.Tech. Degree in the appropriate branch of APJ Abdul Kalam Technological University or bachelor's degree in Engineering from another University approved by AICTE/UGC approved Deemed Universities in India and recognized to be eligible for higher studies by APJAKTU.
- R2.3 In case of candidates who have an Under Graduate Degree in Engineering from foreign universities, an eligibility certificate from APJ Abdul Kalam Technological University is to be produced.
- R2.4 The candidate should have a minimum CGPA of 6.0 in a 10 point scale in the Engineering Degree Examination. For SEBC (OBC) students, the minimum CGPA requirement is 5.5 in a 10-point scale. Wherever the credit system is/was followed, only CGPA will be considered for selection. If the candidate has obtained the bachelor's degree in Engineering from a University where credit system is/was not followed, he/she should have a minimum of 60% aggregate marks (For SEBC /OBC students, a minimum of 55% aggregate marks in the Engineering Degree examination is mandatory). For SC/ST candidates a pass in the Engineering Degree Programme is sufficient.
- R2.5 In case the CGPA by any University is mentioned on a scale other than 10 point, then the corresponding CGPA will be proportionally scaled to 10 point scale.

- R2.6 Candidates, who have passed AMIE / AMIETE Examinations and satisfying the following conditions, are also eligible for admission. i) They must have valid GATE score. ii) A minimum of 55% marks for section B in AMIE/AMIETE examination.
- R2.7 Sponsored candidates from Industries, R&D organizations, National Laboratories as well as Educational Institutions, with a bachelor's degree in Engineering are eligible for admission to the M.Tech Programme.
- R2.8 Candidate for sponsored quota must have a minimum experience of three years in the relevant field and must be sponsored by Parent University or Industry/Teaching/Research Organizations of Centre/State Government/Private or by Private Engineering Colleges approved by AICTE. A special fee will be levied on the sponsored candidates. Such candidates may opt for admission into a programme recommended by the sponsoring institute/organization.
- R2.9 Admission shall normally be restricted to those with valid GATE score. However, this stipulation is relaxed in the case of sponsored candidates. In case seats remain vacant due to lack of candidates with valid GATE score, candidates without valid GATE score shall be considered. Admission to such seats will be made on the basis of their CGPA/% marks scored in their Engineering Degree.
- R2.10 The reservation policy of the Government of Kerala shall be followed in admission to the M. Tech. programme.
- R2.11 Notwithstanding all that is stated above; the admission policy will be in conformity with the relevant directions from the Government of Kerala/Government of India/AICTE as the case may be.
- R2.12 The maximum number of seats under various categories (regular, sponsored candidates and SC/ST) shall be as per the intake as approved by the AICTE, State Government and Parent University.
- R2.13 If at any time after admission, a candidate is found not fulfilled any of the requirements stipulated by the Institute or the statutory body concerned, the Institute may revoke the admission of the candidate and report the matter to the GB for ratification.

### **3.0 STRUCTURE OF THE M. TECH PROGRAMME**

- R3.1 All the M. Tech Programmes will be structured on a credit-based system following the semester pattern having continuous evaluation.
- R3.2 Every M.Tech Programme shall have a curriculum and syllabi approved by the Academic Council. Syllabus for any course can be modified/updated by the Academic Council upon the recommendations of the Board of Studies. All revisions shall be only based on the recommendations of the Board of Studies.
- R3.3 The programme shall span four semesters. First and second semester shall have a minimum of 72 instruction days followed by the end semester examination. Third

semester shall have a minimum of 60 instruction days followed by the end semester examination. Fourth semester shall have a minimum of 90 instruction days followed by the end semester examination. The total contact hours shall normally be 29 hours per week including teaching assistance.

R3.4 Duration of the Programme: The minimum duration of M. Tech programme will normally be two years consisting of four semesters. The maximum duration which a student can take to complete a programme shall be as follows:

Maximum duration =  $N+2$  years, where N stands for the minimum duration (In Years) prescribed for completion of the programme. Under exceptional circumstance, a further extension of one more year may be granted subject to approval of the GB for the requisition made by the student. The request made by the student for duration extension shall be recommended by the Principal with valid justification. During the extended period (beyond maximum duration) the student shall be considered as a private candidate and not eligible for first class.

R3.5 The academic work in each semester shall consist of course work, mini project, lab and/or dissertation work as specified for each programme. The curriculum is so drawn up that the minimum number of credits for successful completion of the M. Tech programme of any specialisation is 68. Each programme will consist of

- Core courses (Discipline core courses and Programme core courses)
- Elective courses (Programme electives and Interdisciplinary electives)
- Audit course
- Research Methodology & IPR
- Mini project
- Laboratory work
- Dissertation/Research work

R3.6 Every Course comprises of specific Lecture-Tutorial-Practical (L-T-P) schedule. The course credits are fixed based on the following norms: (i) Lectures/Tutorials: 1 hour per week is assigned one credit (ii) Practical/Project: 2 hour per week is assigned one credit (iii) Dissertation/Research Project: 1.5 hour per week is assigned one credit. The distribution of credits for the course work is given in Table I

Table 1: Distribution of credits among the Semesters

Sem	Course work content	Total credits allotted	Credits allotted semester- wise
I	Core courses: 3 nos	3x3 = 9	18
	Programme electives: 2 nos	2x3 = 6	
	Laboratory: 1 no	1x1 = 1	
	Research Methodology & IPR: 1 no	1x2 = 2	
II	Core courses: 2 nos	2x3 = 6	18
	Industry/Interdisciplinary Elective 1 no	1 x3 =3	
	Programme electives: 2 nos	2x3 = 6	
	Laboratory: 1 no	1x1 = 1	
III	Mini project: 1 no	1x2 = 2	16
	MOOC: 1 no	1x2 = 2	
	Internship: 1 no	1x3 = 3	
	Audit course: 1 no	No credit	
IV	Phase 1: Dissertation/Research Project: 1 no	1x11 = 11	16
	Phase 2: Dissertation/Research Project: 1 no	1x16 = 16	
<b>Total credits in all four semesters</b>			<b>68</b>

R3.7 Nomenclature of Programmes: The nomenclature and its abbreviation given below shall be used for the degree programmes under the Institute. Master of Technology shall be abbreviated as M.Tech. Examples:

- Postgraduate (PG) engineering degree academic programme in Structural Engineering shall be mentioned as Master of Technology (M.Tech.) in Structural Engineering (Discipline: Civil Engineering).
- Postgraduate (PG) engineering degree of (Interdisciplinary) academic programme in Translational Engineering shall be mentioned as Master of Technology (M.Tech.) in Translational Engineering (Interdisciplinary / Civil Engineering).

R3.8 The medium of instruction followed by MITS(Autonomous) shall be English.

#### 4.0 LEAVE RULES FOR M.TECH STUDENTS

R4.1 M. Tech students are eligible for leave of 30 days in a year (15 days per semester). The intervening holidays will be treated as part of leave with provision of suffixing and prefixing holidays. In no way the leave rules would relax the attendance requirements for the students mentioned in R6.9.

R4.2 M. Tech students would apply to the HoD concerned for leave stating the specific reasons.

R4.3 M. Tech students shall be eligible to leave station for visiting other places preferably after completion of their course work or during vacations when there is no teaching work scheduled based on the recommendation by the supervisor(s) and approval by the HoD. The permission will be granted for library consultation, meeting experts, presentation of research papers/participation in the conferences/short term

courses/symposiums etc., getting samples tested from other laboratories, using the lab facilities elsewhere, interaction with the External supervisor, and any other similar purpose. For these purposes, he/she shall be permitted for 30 days per year. The leave as mentioned at Clause 4.1 shall be in addition to this.

## 5.0 COURSE REGISTRATION AND ENROLMENT

- R5.1 It is mandatory for students to register for the courses they intend to attend in a semester. For the first semester every student has to enroll and register for the courses he/she intends to undergo on a specified date notified to the students by the Institute. Similarly, the students need to register for second, third and fourth semesters.
- R5.2 The dates for registration and enrolment will be given in the academic calendar.
- R5.3 A student will become eligible for enrolment only if he/she has registered for all the courses listed in the curriculum of the previous semester. In addition, he/she has to clear all dues to the Institute up to the end of the previous semester and also, he/she and should not have any pending disciplinary proceedings. Besides, a student should have fulfilled the credit requirement as given in Table 2 for registering to higher semesters.

*Table 2: Minimum Cumulative Credit Requirements for Registering to Higher Semesters*

Semester	Allotted credits	Cumulative credits	Minimum credits required
1	18	18	Not Applicable
2	18	36	Not Insisted
3	16	52	12 credits from S <sub>1</sub>
4	16	68	Not Insisted

- R5.4 The maximum number of credits a student can register (course registration) in a semester is limited to 6 credits in excess of the total credits allotted in the curriculum for that semester.
- R5.5 In extraordinary circumstances like medical grounds, a student may be permitted to withdraw from a semester completely. Normally a student will be permitted to withdraw from the programme for a maximum continuous period of two semesters only.

## 6.0 ASSESSMENT PROCEDURE

- R6.1 In the first, second and the third semesters, all the courses to be credited are evaluated through continuous internal assessment and end semester examinations. For all lecture-based courses in the first semester (except the Programme Electives and Research Methodology & IPR) and for all lecture-based courses in the second semester (except the Programme Electives and Industry/Interdisciplinary Elective), the end semester examination will be conducted by the Institute. For Programme Electives, Industry/Interdisciplinary Elective, Research Methodology & IPR, laboratory Part I and II, Mini project, Open

Elective and dissertation/research project Part I, the end semester examination will be conducted by the Institute. Dissertation/ research project Part II will be evaluated through continuous internal assessment and external assessment.

- R6.2 The maximum marks allotted for all lecture-based courses for continuous internal assessment is fixed as 40 and for the end semester examination as 60, unless otherwise specified in the curriculum. The assessment marks for all courses are listed in the curriculum.
- R6.3 Students registered for a course have to attend the course regularly, meet the attendance requirements and undergo the entire evaluation procedure for the completion of the course. Credits for the courses are deemed to be earned only on getting a P grade (Pass) in the composite evaluation.
- R6.4 Continuous Internal Assessment (CIA): The marks awarded for the continuous internal assessment shall be on the basis of the day-to-day work, micro project, course-based project/task, seminar, data collection/interpretation, preparation of review articles, quizzes, periodic tests, etc. The faculty member (s) concerned shall carry out the continuous assessment for the course allotted to him/her. The CIA marks for individual courses shall be computed by giving weightage to the parameters as specified in the curriculum.
- R6.5 The CIA marks obtained by the student for all courses in a semester are to be published in the department notice board as stipulated in the academic calendar. Anomalies if any shall be rectified by the respective Department. A copy of the CIA marks uploaded to the CoE shall be kept in the department for scrutiny and reference.
- R6.6 The marks obtained for the ESE for a programme elective course shall not exceed 20% over the average ESE mark % for the core courses. ESE marks awarded to a student for each programme elective course shall be normalized accordingly. For example, if the average end semester mark % for a core course is 40, then the maximum eligible mark % for a programme elective course is  $40+20 = 60$  %. The normalisation shall not be applicable for Research Methodology & IPR, Industry/Interdisciplinary Elective and Audit Course.
- R6.7 CIA mark percentage for a course shall not exceed 30% over the End Semester Examination mark % of that course. CIA marks awarded to a student for each course shall be normalized accordingly. For example, if the end semester mark % for a course is 40, then the maximum eligible CIA mark % for that course is  $40+30 = 70$  %. The normalisation will not be done in the cases of internship and dissertation/research project phase 2.
- R6.8 The end semester examinations shall be held twice in a year: April/May session (for even semesters) and November/December session (for odd semesters). However, the end semester examinations of the third/fourth semester shall be conducted in both the sessions.

- R6.9 The eligibility criteria for registering to the end semester examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the end semester examination for any course is 75%. Students who get scholarships from the Central or State Governments or any other agencies are expected to have 100 % attendance. However, under unavoidable circumstances students are permitted to take leave as per clause number 4. Leave of absence for all these activities is limited to 25 % of the academic contact hours for the course. Students who do not meet these eligibility criteria are ineligible (identified by FE grade) to appear for the ESE.
- R6.10 On medical ground the Principal can relax the minimum attendance requirement to 65%, to register for the end semester examination. This is permitted for one or more courses registered in the semester. The Principal shall keep all records which led to the decision on attendance, for verification by the Academic Auditor. However, this concession is applicable to any one semester during the entire programme.
- R6.11 The Principal is authorized to grant attendance relaxation (duty leave) to the students for organizing extra/co-curricular activities, up to a maximum of 5%. Students should produce required documents countersigned by the respective faculty Coordinator/ the Director of Physical Education in the case of sports activities or the Faculty Advisor in the case of other extra/co-curricular activities, as the case may be, within ten days of the event, for awarding the relaxation. The documents thus produced shall be forwarded to the Principal with due recommendation of the Head of the Department. Under any circumstances, the principal shall not consider the documents, if the overall attendance of the candidate is less than 65%. Late applications received shall not be considered.
- R6.12 The students with courses having FE grade shall register for the courses again during the succeeding semesters in which the courses are offered. However, for the third semester students having FE grades can register for the courses in the next immediate chance, if offered by the Institute.
- R6.13 Students, who have completed a course but could not write the end semester examination, shall be awarded 'AB' Grade, provided they meet other eligibility criteria (R6.9). They shall register (exam registration) and appear for the end semester examination at the next available opportunity and earn credits without having to register (course registration) for the course again.
- R6.14 A student should obtain a minimum of 45% marks in the end semester examination and a minimum of 50 % of the total mark (CIA marks + ESE marks) (See Table 3) to be eligible for grading a course as Pass. The students who have not scored minimum of 45% marks in the end semester examination and minimum of 50 % of the total mark (CIA marks + ESE marks) will be considered to have failed in the course and an F grade will be awarded.

Table 3 Weightage of the CIA and ESE for various categories of the courses

Sl. No	Category	CIA Weightage	ESE Weightage	Pass Minimum
1	Discipline Core Courses	40%	60%	45% for ESE and 50% for (CIA and ESE) put together
2	Programme Core Courses	40%	60%	45% for ESE and 50% for (CIA and ESE) put together
3	Programme Elective Courses	40%	60%	45% for ESE and 50% for (CIA and ESE) put together
4	Lab Courses/ Mini-project	100%	---	50% for CIA
5	MOOC	----	----	As stipulated by the agency conducting MOOC
6	Audit Course	40%	60%	45% for ESE and 50% for (CIA and ESE) put together
7	Internship	50%	50%	45% for ESE and 50% for (CIA and ESE) put together
8	Dissertation/ Research Project Phase 1	100%	---	50% for CIA
9	Dissertation/ Research Project Phase 2	50%	50%	45% for ESE and 50% for (CIA and ESE) put together

- R6.15 For the courses with no end semester examination, Letter grade 'F' will be awarded if CIA mark is below 50%.
- R6.16 Candidates who received F grade in a course shall have to appear in the end semester examination at the next available opportunity and earn the credits. Grades awarded in the supplementary examination will be considered as the grades in these courses.
- R6.17 A student shall be eligible for the award of M. Tech Degree of the Parent University on satisfying the following requirements:
- Fulfilled all the curriculum requirements within the maximum duration permitted for the programme
  - No pending disciplinary action.
- R6.18 Grading is based on the % marks obtained by the student for a course. Semester grade card shall contain the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA) up to that semester.

Grades and Grade Points are assigned as follows:

Grades	Grade Point	% of Total Marks obtained in the
S	10	90% and above
A+	9	85% and above but less than 90%
A	8.5	80% and above but less than 85%
B+	8	75% and above but less than 80%
B	7.5	70% and above but less than 75%
C+	7	65% and above but less than 70%
C	6.5	60% and above but less than 65%
D	6	55% and above but less than 60%
P (Pass)	5.5	50% and above but less than 55%
F(Fail)	0	Below 50% (CIA + ESE) or Below 45% for
FE	0	Failed due to lack of eligibility criteria
AB	0	Could not appear for the end semester

### Calculation of SGPA/CGPA

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows:

$SGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}$ , where 'C<sub>i</sub>' is the credit assigned for a course i and 'GP<sub>i</sub>' is the grade point for that course. Summation is done for all courses registered by the student in the semester. The failed and incomplete courses shall also be considered in the calculation.

$CGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}$ , where 'C<sub>i</sub>' is the credit assigned for a course i and 'GP<sub>i</sub>' is the grade point for that course. Summation is done for all courses specified in the curriculum up to that semester for which the 'CGPA' is needed. Here the failed courses shall also be accounted. CGPA for the M. Tech programme is arrived at by considering all course credits that are needed for the degree and their respective grade points.

**Note:** Students whoever successfully completed MOOC Course, GP<sub>i</sub> will be taken as 10 for both SGPA and CGPA calculation.

#### R6.19 Classification of M.Tech Degree

First Class with Distinction: CGPA 8.0 and above

First Class: CGPA 6 and above

Equivalent percentage marks:  $10 * CGPA - 2.5$

R6.20 Grade cards shall be made available in the student login for the registered courses, in every semester. On earning the required credits for the degree, the Institute will issue the provisional Degree Certificate and Consolidated Grade Card. The list of students eligible for the MTech degree, upon recommendation by the GB, will be submitted by the Institute to the Parent University for the issuance of the Degree Certificate.

- R6.21 Valuation: Answer papers of theory examinations for which end semester examinations are conducted by the Institute, shall be valued by two examiners. If the difference between the marks awarded by the two Examiners is not more than 15 per cent of the maximum marks for ESE for the course, the marks awarded to the candidate shall be the average of two evaluations. If the difference in marks obtained in two valuations exceeds 15% of the maximum marks for the course, the answer script will be evaluated by a third examiner. The average of the closest two marks shall be considered as the marks secured by the candidate. However, if one of the three marks falls exactly midway between the other two, then the highest two marks shall be taken for averaging.
- R6.22 Review: Option for revaluation is not available to the M.Tech programme. However, answer scripts of the courses for which end semester examinations have been conducted by the Institute can be reviewed as per request by the student. Outcome of the review shall be for improvement of marks and improvement of grade. In this case, the marks obtained in the 1<sup>st</sup> valuation, 2<sup>nd</sup> valuation and review shall be considered. The average of the two closest marks of the above three shall be considered as the marks obtained after review. In case of a tie of the closest marks, the average of all three above i.e. 1<sup>st</sup> valuation, 2<sup>nd</sup> valuation and review shall be considered as the marks obtained after review. Detailed procedure is given in the examination manual.
- R6.23 Malpractices in Examinations: Any act of violation of the directions of the Institute, indiscipline, misbehaviour, unfair practice in examinations from the part of students, faculty/staff members, institution, management or any other source and malpractices in examinations observed or reported by faculty member, invigilator, any official appointed by the Institute or anybody shall be dealt with promptly as per the prescribed norms in the examination manual.

**Note:** Notwithstanding the above regulations related to examinations, assessments and malpractices, the details provided in the Examination Manual shall be taken as reference and final.

## 7.0 ACADEMIC MONITORING AND STUDENT SUPPORT

- R7.1 The implementation and monitoring of academic activities relating to the PG programme will be entrusted with the College Level Academic Committee (CLAC) for the institutions and with the Department Level Academic Committee (DLAC) for each department.

### **CLAC comprises following members:**

- Principal - Chairman
- PG Coordinator of the Institute - Secretary
- Heads of Departments of the Departments having M.Tech Programmes - Members
- Dean Academics - Member
- Dean Research - Member

**Functions of CLAC:** CLAC shall conduct at least two meetings in each semester. The minutes of the meeting along with the action taken report shall be maintained with the counter sign of the Principal by the Institute PG Coordinator. All these documents will be verified during academic auditing. Agenda of the meeting shall include the following points:

- Review of the progress of course coverage against the academic calendar and the course plan and suggestions for improvement
- Academic standard and excellence of various programmes
- Performance appraisal of Faculty handling the course as reported by DLAC
- Matters related to the postgraduate programme of various departments
- Any responsibility or function assigned by the Institute

**DLAC comprises the following members:**

- Head of the Department - Chairman
- PG Coordinator of the Department - Secretary
- Three Faculty Members handling PG Classes- Members

**Functions of DLAC:** DLAC shall conduct at least three meetings in each semester. Minutes of the meeting along with the action taken report (with the counter sign of the HoD) shall be maintained by the Department PG coordinator. The relevant points of the meeting shall be communicated to the Principal/Dean Academics for reporting in the CLAC. All these documents will be verified during academic auditing. The following points shall be discussed in the meeting:

- Academic standard and excellence of the courses offered by the department.
- To verify whether the course progress in alignment with Academic calendar.
- To oversee the Continuous Internal Assessment of the students in a class, for each course.
- Performance appraisal of Faculty handling the courses
- Any matter related to the M.Tech programme of the department.
- Any appropriate responsibility or function assigned by the Principal.

R7.2 PG Coordinator: Each Department will have a Professor/Associate Professor as the PG Coordinator. The responsibilities of the PG Coordinator are:

- To supervise and coordinate the activities of the PG courses.
- To guide and advice the students in all academic matters.
- To keep a record of the academic activities of students registered for all M Tech programmes in that department.
- To maintain the attendance of the students on a daily basis (FN & AN).

R7.3 Programme Coordinators: In the departments where more than one M.Tech programmes are offered, one senior faculty assigned by HoD will act as the programme coordinator for coordinating the academic activities in the department for that PG programme. Programme coordinator will be having the role of Faculty Adviser (FA) of that programme. If the department has only one M.Tech programme, PG coordinator may serve as the programme coordinator.

The responsibilities of the programme coordinators are:

- To supervise and coordinate the activities of the particular programme.

- To guide and advise the students in all academic matters.
- To keep a record of the academic and non-academic activities of students registered for the particular M Tech programme
- Regular communication with the parents of students in respect of progress in academic and other general matters.
- Keep custody of the minutes and action taken reports of the meetings conducted with the students.

R7.4 The internal marks and attendance shall be uploaded in the CoE portal by the respective faculty members after displaying the same in the department notice board as stipulated in the academic calendar. If any anomalies are raised by the students, it shall be rectified by the Department. A copy of the CIA marks uploaded to the CoE shall be kept in the department for scrutiny and reference.

## **8.0 BREAK OF STUDY**

R8.1 Students are permitted to avail break of study for a maximum duration of two semesters. Availing break of study could extend the duration of the programme up to eight semesters, the maximum permitted duration by the regulation. The student can avail the break of study only with the prior approval of the Institute. Students shall have to re-join at the commencement of the incomplete semester where he/she had started availing the break of study.

Students are permitted to avail break of study:

- In case of accident or serious illness needing prolonged hospitalization and rest.
- In case of any personal reasons that need a break in study.
- For taking up an employment.

R8.2 For break of study due to illness, student shall submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back, the student should submit the fitness certificate from the doctor who treated him.

R8.3 Students who require a break in study due to personal reasons shall get the approval from the Principal on the genuineness of the need for it by providing authentic evidences for the same.

R8.4 Students who require break of study for 'taking up a job' shall produce the offer letter obtained from the employer concerned. The HoD shall verify the authenticity of the offer and submit his recommendation to the Principal sufficiently in advance for approval.

## **9.0 ACADEMIC AUDITING**

R9.1 There shall be academic auditing at stipulated intervals. The internal academic auditing shall be conducted by Internal Quality Assurance Cell (IQAC) functioning within the Institute. The IQAC shall oversee and monitor all the academic activities including all internal evaluations and examinations. This cell shall prepare academic

audit statements in formats prescribed by the Institute for each semester at regular intervals.

Academic auditing shall cover the activities mentioned in the audit manual and in the regulations. Important aspects to be covered are the following:

- Course delivery, adherence to the academic calendar regarding meetings of various committees and series tests, syllabus coverage, quality of question papers used for internal examinations, internal evaluation, maintenance of laboratory experimental set ups and equipment, mini projects, seminar and project evaluation, innovative teaching methods, and conduct of practical classes and their evaluation.
  - Facility for Co-curricular and Extra-curricular activities available for the students.
  - Academic functioning covering punctuality, attendance, discipline, academic environment, learning ecosystem, academic accountability, academic achievements and benchmarking.

#### **10.0 MIGRATION FROM OTHER UNIVERSITIES**

R10.1 Migration to the Institute from other Universities shall be permitted only if the other University is approved by the UGC/AICTE/AIU and subject to the recommendation by the respective BoS.

R10.2 The student shall be permitted to migrate only if he/she fulfils the Institute eligibility criteria for admission to the course applied for migration. The student shall be permitted to migrate only if he/she has passed all the previous semester(s) in the parent University.

R10.3 The migration shall be permitted only up to the third semester of the M. Tech program.

R10.4 The admission shall be offered on migration basis through lateral transfer of credits.

R10.5 The students shall be allowed to migrate to the Institute subject to satisfying the rules and regulations of the Institute as regards to the programme such as maximum number of backlogs, grade points, minimum credit requirement for promotion to higher semesters, etc.

R10.6 The students offered admission shall register for the transitory/additional courses of the previous semesters to satisfy the program requirement as recommended by the concerned BoS.

R10.7 The students offered admission shall produce a migration certificate from the parent University at the time of admission.

R10.8 The student offered admission shall produce a character and conduct certificate from the parent institute/University at the time of admission.

R10.9 Regulations, Scheme and Syllabus of the respective specialization attested by the Registrar of the parent University or equivalent authority shall be submitted to the Institute along with the application seeking migration to the Institute.

- R10.10 Attested copies of all certificates and mark lists from 10th onwards shall be submitted along with the application for migration (Original certificates and mark lists shall be produced as and when demanded by the Institute).
- R10.11 The students offered admission shall pay the migration fees and the Institute fee as prescribed by the Institute. The application processing fee (Institute fee) shall be Rs 5000/- (Rupees five thousand only) and the migration fees shall be Rs 20000/- (Rupees twenty thousand only). The processing fee shall be paid along with the application, and the migration fee shall be paid to the Institute at the time of offering admission. The fee once paid shall not be refunded under any circumstances.
- R10.12 The migrated students shall follow the rules and regulations of the Institute.

### **11.0 GRACE MARKS FOR SPORTS /ARTS COMPETITIONS**

- R11.1 Only bona fide, regular students are eligible for the award of Grace Marks.
- R11.2 The grace marks will be awarded to the students for representing the Institute in official level competitions/championships/ tournaments when called upon to do so. The student shall get official prior permission from the Institute for representing the Institute.
- R11.3 The maximum grace marks that can be awarded to a candidate in a particular semester for all events participated during that semester shall be 5% of the aggregate maximum of the End Semester Examination marks of all theory courses for which the Institute conducts End Semester Examinations.
- R11.4 The maximum grace marks that can be awarded to a student for a theory course in a particular semester for all events participated during that semester shall not exceed 10% of the maximum aggregate marks of the End Semester Examination of that course.
- R11.5 S The Grace Marks shall not be awarded for Programme Electives/ Research Methodology & IPR/ Laboratory Courses/ Industry Elective/ Interdisciplinary Elective / Miniproject / Audit Course/ Dissertation/ Research Project etc even though she/he fails for the same.
- R11.6 Eligible Grace Marks shall be distributed equally on all theory papers/courses of end semester examination of the semester concerned. However, redistribution of Grace Marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Redistribution is possible from passed courses to failed courses only. Redistribution of Grace Marks is not permissible from failed courses to other courses for a pass.
- R11.7 The Grace Marks shall be awarded for all theory papers/courses in a semester for which end semester examinations are conducted by the Institute.

- R11.8 Redistribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.
- R11.09 Grace Marks shall not be redistributed from one semester to another semester.
- R11.10 If the candidate does not secure the minimum marks required for a pass even after effecting redistribution, eligible moderation fixed by the respective pass board if any, shall be awarded to that candidate in addition to the Grace Marks for a pass.
- R11.11 Eligible Grace Marks shall be awarded for the regular examination of the performing semester only. Grace Marks shall not be awarded for supplementary examinations.
- R11.12 The performing semester shall generally be considered from 1st July to 31st December (Odd semester) and 1st January to 30th June (Even Semester) for the purpose of awarding grace marks.
- R11.13 The request for Grace Marks shall be submitted to the CoE through the Principal along with all relevant documents, within the time limit prescribed by the Institute. The request for Grace Marks received after the time limit shall not be entertained on any account.
- R11.14 Only a single highest achievement during the period of a semester shall be considered for awarding the grace marks.
- R11.15 Notwithstanding the above in R11, the guidelines given in the Examination manual and orders issued by the Institute from time-to-time will be followed. The R11.1 to R11.14 shall be taken as general information.

## **12.0 GRACE MARKS TO DIFFERENTLY ABLED CANDIDATES**

- R12.1 A person with disability (PWD) is a student of the Institute suffering from not less than 40% of any disability, as certified by the District Medical Board. To be eligible for the Grace marks, certificate of disability specifying the percentage of disability shall be produced before the Principal at the time of admission.
- R12.2 The Grace marks that can be awarded for PWD shall be 25% of the marks, scored by the candidate in each course, at the time of finalization of the results.
- R12.3 Transfer of marks from one paper to another shall not be permitted. Fractions of marks if any, while computing the Grace marks, shall be rounded off to the next higher integer.
- R12.4 PWD who are eligible for Grace marks shall be awarded Grace marks, for regular and supplementary chances until they pass the whole examination.
- R12.5 Grace marks shall be awarded only for the marks of the End Semester examinations conducted by the Institute.

R12.6 The request for Grace marks shall be submitted to the Controller of Examinations, through the Principal, along with all relevant documents, within the time limit prescribed by the Institute. The request for Grace marks received after the time limit shall not be entertained on any account.