

# **Ordinance and Regulation for MTech Programmes**



Gauhati University  
Gopinath Bordoloi Nagar,  
Guwahati-781014, Assam: India

Ordinances and Regulations for MTech Programmes  
Under Section 23 and 25 of the Gauhati University Act., 1947 as  
amended up-to-date

(Approved vide EC Resolution No. R/EC-8/2009/243 dated 27-11-2009  
and Academic Council Resolution No. GU/M/AR/New/Courses/08/64 dated  
12-1-2008 )



**2009**

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1. **Short Title:** This ordinance and regulation may be called Ordinances and Regulations for MTech Programmes.
2. **Extent of Application:** It shall have the like extension as the Gauhati University Act., 1947 as amended up-to-date.
3. **Date of Commencement:** It shall come into force immediately from the date of its adoption by the Executive Council.
4. **Definitions:** In this ordinance unless there is anything repugnant in the subject or context,
  - o 'Act' means the Gauhati University Act, 1947 as amended up-to-date.
  - o 'Government' means the Government of Assam.
  - o 'State Government' means the Government of the State of Assam.
  - o 'University' means premises or set-up and organization within the University Campus where the MTech programmes will be conducted.
  - o 'Course' means a paper, say, Linear Algebra in Mathematics.
  - o 'Programme' means MTech Programmes.
  - o 'HoD' means Head of the Department.
  - o CGPA means Cumulative Grade Point Average
  - o GPA means Grade Point Average
  - o PGCCS means Post Graduate Committee of Courses and Studies

### **Objectives of the MTech Programme (s)**

- To provide a platform for offering need based courses.
- To offer innovative courses.
- To introduce courses with universal acceptability and recognition.
- To provide a structure of study so as to make it suitable for running technology-oriented courses with higher placement value.
- To gradually extend the courses with technology orientation from post-graduate level to research.
- To use the platform for optimum resource sharing while running the courses with the inclusion of inter-disciplinary courses/ topics.
- To provide the opportunity to students from science-stream to opt for technology oriented course in dual/ integrated format as means of career progression and advancement.
- To expand the setup gradually so as to convert this platform into a Deemed Technology University as an extension of Gauhati University.

## **ORDINANCES**

<b>0.1</b>	The provisions of these regulations shall be applicable to all MTech programmes offered by Gauhati University. The said programmes shall remain in-campus academic activity until otherwise decided.
<b>0.2</b>	All the regulations noted below shall be applicable to any new MTech programme(s) that may be introduced in future.
<b>0.3</b>	A student becomes eligible for the award of the MTech degree after fulfilling all the academic and non-academic requirements prescribed by the Academic Council of the University.
<b>0.4</b>	Notwithstanding all that has been stated in the regulations the Academic Council / Appropriate Authority has the right to modify / relax any of the regulations from time to time.

## **REGULATIONS**

### **1. Academic Calendar**

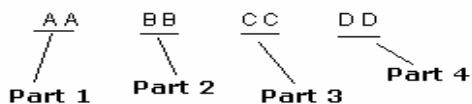
<b>1.1</b>	Each academic session is divided into two semesters of approximately 17 weeks duration: an odd semester (August- December) and an even semester (January- May).
<b>1.2</b>	In addition, there maybe a summer semester (June- July) for students requiring make-up examination(s) to cover deficiencies, if any, for completion of courses.
<b>1.3</b>	The schedule of academic activities for a session, inclusive of dates for admission, semester examinations, inter-semester breaks etc., approved by the Academic Council shall be laid down in the Academic Calendar for the session.

<b>2 CATEGORIES OF M. TECH. STUDENTS</b>	
Candidates maybe admitted to M. Tech programmes under the following categories:	
<b>(I)</b>	<p><b>REGULAR (FULL-TIME)</b></p> <p>These are students who will attend course work full time for their M. Tech degrees. The duration will be 2-years. The admission shall be from the BE / BTech / MSc stream with a minimum CPI / CGPA of 5 or 50% in the final examination. A full-time student during the programme cannot engage himself/herself in any form of activity such as employment, enrollment into other programmes/ courses etc. Maximum duration of the programme- Four Years.</p>
<b>(II)</b>	<p><b>Dual Degree MSc-MTech (FULL-TIME)</b></p> <p>A candidate in this category will be admitted after completion of graduation (TDC) in the appropriate branch / subject. This mode of admission will offer MSc and MTech degrees to the students. The MSc portion will be conducted as per University regulation for PG courses. For dual-degree integrated MTech programme (s), the duration will be 4-years. Requirements as in category (I).</p>
<b>(III)</b>	<p><b>PART-TIME:</b></p> <p>This category refers to the candidates who are local (from areas in and around Guwahati ) and professionally employed personnel (including staff employed in sponsored projects or in other capacity in the University), who can attend classes while continuing with professional commitments. These candidates should be able to attend regular classes as per the schedule of the programme (s). Those who are from outside of the University, must be regular employee of an academic institution / R&amp; D organization / govt / PSU establishment / industry or reputed national or international industry / organization related to the field of study with at least two years of experience at the time of admission and be engaged in professional work in the discipline in which admission is sought. No financial assistance will be available to such students. A No Objection certificate from the Head of the Institution / Organization in which he / she is employed must be enclosed at the time of application clearly stating that he would be released / allowed to pursue courses as per the schedule of the University. Entry Qualification as in category (I). Minimum duration three</p>

	years and maximum duration- five Years.
<b>(IV)</b>	<p><b>MTech by Research</b></p> <p>Candidates who have already completed MPhil / PhD in the related subject from a UGC recognized university after completion of MSc can be considered under this category. The minimum duration for the programme will be three semesters for full time and five semesters for part-time. The maximum duration of this category in full time is three years and for part-time it is four and half years. Such candidates upon admission will require attending course work as outlined at the time of admission. For part-time category students the rules will be as in Category III. The MTech by research programme shall have class-work of around 20 to 24 credits.</p>

### 3. Admission

<b>3.1</b>	The number of seats in each branch of the MTech programme for which admission is to be made will be notified at appropriate time. Reservation of seats would be as per University Rules.. The admission process will be coordinated by the Admission Committee formed from time to time.
<b>3.2</b>	Admission maybe given to the MTech programme(s) as per Section 2. The criteria shall be decided by concerned department from time to time.
<b>3.3</b>	If special cases of admission arise, the rules for such admission will be as per University rules.
<b>3.4</b>	If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the University may revoke the admission of the candidate and report the matter to the Appropriate Authority for necessary action.
<b>3.5</b>	The University 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 career on the grounds of unsatisfactory academic performance or undisciplined conduct
<b>3.6</b>	<p><b>Roll no structure:</b></p> <p>The roll number assigned to the students will be as per University rule. Until the GU rule is formulated the following structure shall be followed.</p> <p>The roll number assigned to the students will be a 8-digit code. The breakup of the code is as below:</p>



**Part 1:** It represents the year. For the year 2009, the code used will be 09.

**Part 2:** It represents the programme code. For this case the available codes maybe:

- 01- BTech
- 02- BS
- 03- MTech
- 04- PhD
- 05- MSc

For more number of programmes similar codes maybe assigned.

**Part 3:** This part represents the branch to which the student is assigned. The codes are

- 01- Electronics and Communication Technology(EC)
- 02- Information Technology(IT)
- 03- Computer Science (CSc)
- 04- Bio Technology (BT)
- 05- Instrumentation (IN)
- 06- Chemical Science (CS)
- 07- Mathematical Science (MS)
- 08- Physical Science (PS)
- 09- Biological Science (BS)

**Part 4:** Subject serial.

#### 4. Residence

<b>4.1</b>	The University shall arrange accommodation for a few numbers of students. The seats will be allocated on the basis of merit.
<b>4.2</b>	No married accommodation shall be provided to any student of the courses.
<b>4.3</b>	All students must abide by the rules and regulations of the hostel as may be framed from time to time by the Hostel Management Committee and approved by the Appropriate Authority of the University.

## 5. Attendance

	<b>5.1</b>	Attendance in all classes (Lectures, Tutorials, Laboratories, Practical, Workshops etc) must be at least 75 percent of the total classes. A student will be debarred from appearing in an examination if his / her attendance falls below 75 percent.
	<b>5.2</b>	<b>Leave of Absence</b>
	a	Any request of leave of absence by students will be considered by the Head of the Department (HoD) concerned.
	b	The leave of absence as per paras (5.2 a) will not be condoned for attendance.
	<b>5.3</b>	It will be the responsibility of the student to intimate the Warden of the hostel in which he / she is residing, and the concerned instructors regarding his / her absence before availing the leave.

## 6. Conduct and Discipline

	<b>6.1</b>	Students must conduct themselves within and outside the premises of the University in a manner befitting the students of an institution of national importance.
	<b>6.2</b>	<b>Ragging in any form is banned:</b> Acts of ragging will be considered as gross indiscipline and will be severely dealt with.
	<b>6.3</b>	1. The following acts of omission and / or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
		I. Ragging
		II. Lack of courtesy and decorum; indecent behaviour anywhere within or outside the campus.
		III. Willful damage or stealthy removal of any property / belongings of the University / Hostel or of fellow students
		IV. Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs
		V. Mutilation or unauthorized possession of library books
		VI. Noisy and unseemly behaviour, disturbing studies of fellow students.

		VII. Hacking in computer systems (such as entering other person's area without prior permission, manipulation and / or damage of computer hardware and software etc)
		IX. Any other act of gross indiscipline including indecent acts using Information Technology resources.
		2. Commensurate with the gravity of the offence, the punishment may be reprimand, fine, and expulsion from the hostel, debarment, from an examination, rustication for a specified period or even outright expulsion from the University.
	<b>6.4</b>	For an offence committed in (a) a hostel, (b) a department or in a classroom and (c) elsewhere, the Warden, the HoD and the Dean / Appropriate Authority, respectively, shall have the authority to reprimand or impose fine. All cases involving punishment other than reprimand shall be reported to the Appropriate Authority.
	<b>6.5</b>	All major acts of indiscipline, which may have serious implications on the general body of students, and / or which may warrant a uniform and more formalized nature of investigation, shall be handled by the by Appropriate Authority.
	<b>6.6</b>	Cases of adoption of unfair means in an examination shall be reported to the Appropriate Authority.
	<b>6.7</b>	In the event of a major punishment, the aggrieved party shall have the right to appeal to the Appropriate Authority.

## 7. Course Structure

	<b>7.1</b>	Teaching of the courses shall be reckoned in credits; Credits are assigned to the courses based on the following general pattern: <b>1. General Guidelines:</b> a. The theory paper would have one credit for each hour of instruction per week in a semester. The activities include lectures, tutorials and others for internal evaluation (seminar, group discussion, laboratory work / demonstration session, mini project, library work, field work etc.). b. A theory paper (which is equivalent to 100 marks of course load) should be of 6 (six) credit points which would consist of 4 hours of lectures and 2 hours of tutorials & other activities. A theory paper of 50 marks would have 3 (three) credit points: 2 hours of lectures + 1 hours tutorial (& others). c. For science subjects with practicals one hour tutorial may be outside the stipulated hours for home work, preparation of lab note book, literature survey etc. d. Practical papers / Courses would have one credit point for every 2 hours of laboratory
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work per week in a semester. If the number of hours. per week is an odd number, appropriate adjustment be made it to the nearest even number for example,

➤ 3 hours lab per day x 2 days per week = 6 hours = 3 credits

➤ 3 hours lab per day x 3 days per week= 9 hours = 4 credits

➤ 3 hours lab per day x 6 days per week=18 hours = 9 credits.

- e. If the total number of practical courses is 18 hours per week, then 3 hours per week be devoted as home work for preparing the report (i.e. lab book) and other activity related to practical.
- f. Project work would be of 12 credit points for 24 hours of work per week in a semester. The report / dissertation would involve activities such as literature survey, work done / experimental details, results obtained, modifications carried out, further improvement, computation, seminar, presentation, demonstrations, viva-voce examinations, and (if required) visit to other institutions or research lab for data collection etc. About six to nine hours of work may be allowed to such activities outside class hours and about 18 to 15 hrs of work for the laboratory work.
- g. Other type of work such as departmental seminar, field visits would be compulsory for the student, but no credit or marks for internal evaluation be assigned for such activities. Moreover, class attendance should not be considered for internal (or external) evaluation. Attendance including that of departmental seminars would be treated under the University rules of minimum 75% attendance required for appearing in the examinations.

**2. Total Credit per semester:** Each semester has a requirement of around 20-35 credits with minor adjustments. For a 4-semester course this amounts to around 80-140 credits and for an 8-semester course this amounts to around 160-280 credits.

- a. Core/ General courses are compulsory set of papers which also include those offered for specialization in each branch of the subject. The total credit assigned for the core courses would be not more than 80% of the total credits.
- b. Elective courses: The essence of the credit system is the freedom of choice given to the students for opting for courses / papers within and outside the department. Moreover, student's mobility from one institution to another be encouraged by- a credit transfer mechanism. However, the total credit points thus earned by opting for elective courses should be a minimum of 20% of total credit (viz. 24 credits out of a total of 120 credits).
- c. Students' counseling by the teachers is a must to guide the students to opt for elective courses those are relevant to the concerned subject in which the student is registered for a degree. A teacher with minimum two years experience be assigned the role of Faculty Advisor for a period of two years. The role of the Faculty Advisor will be to guide the students while planning

		<p>and selecting the course-credit structure before forwarding it to the Academic Section.</p> <p>d. The students may be allowed to complete the elective course at their own pace. For example, a student who wishes to opt for a course or do his / her dissertation / project work in another institution, may be allowed to do so after completing other requirements in the parent institution.</p> <p>e. Better students may be allowed to take, extra-load (over the minimum number of required credits) in electives. The Grade Sheet / Transcripts would indicate the extra papers as Audit Course, but the grades obtained by the students would not be used for the calculation of GPA and CGPA.</p> <p>f. Medium of instruction, examination and project report will be in English.</p> <p style="text-align: center;">Details of grading system in Section 13.</p>
	<b>7.2</b>	<p>For students admitted to MTech programme by research the course content will be seminar based under which a student will have to present one seminar per week for each of the courses credited throughout the semesters. A brief report is submitted at least one week before the due date of every seminar. A term paper each on a topic related to the courses credited will have to be submitted before the end of the semesters which will be a part of the evaluation process. The PGCCS will form a panel of examiners in front of which the presentation is to be made. The members of the panel will act as examiners for such seminars. One of the panel members will coordinate the seminar course. Before registration, the PGCCS will decide the type of the course to be offered as a seminar course.</p>
	<b>7.3</b>	<p>The curriculum of an individual department under the dual degree MTech programme (s) may include industrial training for 8 weeks for every student. Industrial training and/ or fieldwork are to be satisfactorily completed before a student is declared eligible for the degree. The curriculum for an individual department may show a credit allocation for industrial training. A report on the industrial training will have to be prepared by the student, evaluated by appropriate officials under a pre-publicized arrangement and submitted to the department. Normally industrial training will be arranged during the summer vacation following the sixth semester of studies.</p>
	<b>7.4</b>	<p>Credit Requirements of MTech programme (s):</p> <ol style="list-style-type: none"> <li>1. Regular - @ 20 to 30 credits per semester, total- 80 to 120 with adjustments to qualify for the degree.</li> <li>2. Part-time - @ 15 to 20 credits per semester, total- 80 to 120 with adjustments to qualify for the degree.</li> </ol>

## 8. Registration

<b>8.1</b>	Every student is required to register for the approved courses through the Faculty Advisor / HoD at the commencement of each year after two semesters on the day fixed for such registration and notified in the Academic Calendar
<b>8.2</b>	Students who do not register on the day announced for the purpose may be permitted late registration up to the notified day in the Academic Calendar on payment of an additional fee.
<b>8.3</b>	Only those students will be permitted to register who have
A	Cleared all University, Hostel and Library dues and fines (if any) of the previous semesters,
B	Paid all required advance payments of University and Hostel dues for the current semester, and
c	Not been debarred from registering on any specific ground.
<b>8.4</b>	During registration a student will require to register with the number of credits offered for a semester by a department.
<b>8.5</b>	a Students obtaining grade 'F' in any compulsory subject in any semester may clear it in the subsequent summer term examination or must repeat it in the next appropriate semester when it is offered.
b	Those who obtain grade 'F' in an elective subject may similarly clear the backlog in the summer term examination or, alternatively, register for any elective subject from within the same group of electives offered in the next semester.
c	In case of failure in Laboratory / Practical subject the student will have to re-register for it in the next appropriate semester.
<b>8.6</b>	A student who obtains a GPA lower than 4.00 with grade 'D' in some subjects or grade 'F' in some subjects may be permitted by the Appropriate Authority on the recommendations of the PGCCS to repeat one or more D graded subjects along with the failed subjects, provided, the subject(s) is / are being offered therein.
<b>8.7</b>	When a student re-registers for a subject, in accordance with paras 8.5 and 8.6 above, his / her new grade will be used for GPA calculation, whereas for CGPA calculation, the better of the two grades (the old and the new) of that subject will be considered.
<b>8.8</b>	Students may add and drop subject(s) with the concurrence of the Faculty Advisor, and under intimation to the concerned course instructors and the academic section provided this is done within the date mentioned in the Academic Calendar and as per the conditions given in para 8.4 above.

### 9. Summer Term Course or Summer Semester

9.1	A summer term course / summer semester may be offered by a department on the recommendation of PGCSS and with the approval of the Dean / Appropriate Authority. A student shall be allowed to register for a maximum of two courses during a summer term.
9.2	Summer term courses will be announced by the University / Appropriate Authority at the end of the even semester before the commencement of the end semester examination. A student will have to register for summer term courses by paying the prescribed fees within the stipulated time in the announcement.
9.3	The total number of contact hours in any summer term course will be the same as in the regular semester course. The assessment procedure in a summer term course will also be similar to the procedure for a regular semester course.

### 10. Temporary Withdrawal from the University

10.1	A student who has been admitted to a programme of the University may be permitted to withdraw temporarily from the University on the grounds of prolonged illness or grave calamity in the family for a period of one semester or more, provided:
a	He / she applies to the University within at least 6 weeks of the commencement of the semester or from the date he last attended his / her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of his / her guardian.
b	The University is satisfied that, counting the period of withdrawal, the student is likely to complete his/her requirements of the MTech. Degree within the time limits specified in para 10 above.
c	There are no outstanding dues or demands in the University / Hostel / Department / Library .
10.2	A student who has been granted temporary withdrawal from the University under the provisions of para 10.1 will be required to pay fees / charges (except tuition fees and hostel dues) till such time as his / her name is on the Roll List. However, fees once paid will not be refunded.
10.3	Normally, a student will be permitted only one such temporary withdrawal during his / her tenure as a student of the programme.

## 11. Termination from the Programme

	<b>11.1</b>	A student is required to leave the University on the following grounds:	
		a	A student who obtains a CGPA lower than 4.00 with grade 'D' in some subjects or grade 'F' in some subjects may be permitted by the Appropriate Authority on the recommendations of the DCCS to appear in the make-up examination. Even after appearing in the make-up examination, if the CGPA of the student is not 5 or above, the student will be asked to drop the programme.
		B	If a student is absent for more than 6 (six) weeks in a semester without sanctioned leave his / her name will be struck off the rolls.
		C	A student may also be required to leave the University on disciplinary grounds on the recommendations of the Appropriate Authority.

## 12. Grading System

	<b>12.1</b>	Based on the performance of a student, each student is awarded a final letter grade in each subject at the end of the semester. The conversion of marks into grade should be done as below:																				
		<p><b>a. Conversion of marks to Grades:</b></p> <p>Actual marks secured by a group of candidates are converted into Relative Percentile (R) before conversion into Relative Letter Grades. The maximum actual marks (i.e. highest mark) (M) secured in a particular group is converted into 100% and other actual marks (A) secured by the students of the same group are converted to the relative percentile</p> <p>R= Relative Percentile M = Maximum (Highest) marks in the class. A= Actual marks of a student who passed i.e. if the actual mark is not less than 30%.</p> <p><b>b. Conversion Table:</b> The letter grades and the corresponding grade points are as follows :</p> <table border="1" data-bbox="354 1413 940 1692"> <thead> <tr> <th>Range of Relative percentile</th> <th>Letter Grades</th> <th>Grade point</th> </tr> </thead> <tbody> <tr> <td>90-100</td> <td>A</td> <td>10</td> </tr> <tr> <td>75-89</td> <td>B</td> <td>8</td> </tr> <tr> <td>55-74</td> <td>C</td> <td>6</td> </tr> <tr> <td>40-54</td> <td>D</td> <td>4</td> </tr> <tr> <td>30-39</td> <td>E</td> <td>2</td> </tr> <tr> <td>Below 30%</td> <td>F</td> <td>0</td> </tr> </tbody> </table> <p>In addition, there shall be one transitional grades 'I' used by the instructors.</p>		Range of Relative percentile	Letter Grades	Grade point	90-100	A	10	75-89	B	8	55-74	C	6	40-54	D	4	30-39	E	2	Below 30%
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90-100	A	10																				
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55-74	C	6																				
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30-39	E	2																				
Below 30%	F	0																				

<b>12.2</b>	A student is considered to have completed a subject successfully and earned the credits if he secures a letter grade other than 'I' or 'F' in that subject. A letter grade 'F' in any subject implies a failure in that subject.
<b>12.3</b>	<p>The Transitional Grade 'I'</p> <p>a The teacher of a subject may award the grade 'I' to a student if the latter was compelled to absent himself from the end semester examination on account of:</p> <ol style="list-style-type: none"> <li>i. Illness or accident which disables him from appearing at the examination.</li> <li>ii. A calamity in the family at the time of the examination, which, in the opinion of the University, forced/ compelled the student to be away from the campus.</li> </ol> <p>A student will be eligible for the award of grade 'I' only if his / her attendance at classes and performance in other components of assessment are complete and satisfactory.</p> <p>b All 'I' grades awarded by teachers must be converted by them to appropriate letter grades and communicated to the Appropriate Section (through HoD) within one week of the respective make up examination. Any outstanding 'I' grade not communicated within one week after the last scheduled make up examination will be automatically converted to an 'F' grade.</p>
<b>12.4</b>	<p>A Grade Point Average (GPA) will be computed for each semester. The GPA will be calculated as follows:</p> $\text{GPA} = (C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \dots + C_n * G_n) / (C_1 + C_2 + C_3 + \dots + C_n)$ <p>where n is the number of courses registered during the semester, C<sub>i</sub> is the number of credits allotted to a particular course, and G<sub>i</sub> is the grade points corresponding to the grade awarded for the course.</p>
<b>12.5</b>	<p>A Cumulative Grade Point Average (CGPA) will be computed at the end of each semester and communicated to the students along with the GPA and the grades obtained by them for that semester. The CGPA gives the cumulative performance of the student from the first semester up to the end of the semester to which it refers, and will be calculated as follows :</p> $\text{CGPA} = (C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \dots + C_m * G_m) / (C_1 + C_2 + C_3 + \dots + C_m)$ <p>where, m is the number of courses registered upto that semester, C<sub>i</sub> is the number of credits allotted to a particular course, and G<sub>i</sub> is the grade points corresponding to the grade awarded for the course.</p> <p>Whenever a student repeats or substitutes a course in any semester, the lower grade(s) obtained by him/her in the course is to be ignored in the computation of CGPA from that</p>
<b>12.6</b>	<p>Both GPA and CGPA will be rounded off to the second place of decimal and recorded as such. Whenever these CGPA are to be used for the purpose of determining the merit ranking of a group of students, only the rounded off values will be used.</p>

<b>12.7</b>	When a student gets the grade 'I' for any course during a semester, the GPA for that semester and the CGPA at the end of that semester will be tentatively calculated ignoring 'I' graded course (s). After conversion of 'I' grade (s) to appropriate grade (s), the GPA and CGPA for that semester will finally be recalculated after taking the converted grade (s) into account.
<b>12.8</b>	The Faculty Advisor may permit a student to register for an audit course provided the course instructor allows auditing a course. The word "AU" shall be written alongside the Course Name in the Grade Card. The audit course & the grade "AU" shall not carry any credits and grade points. However, a student is not required to register again for passing a failed audit course.

### 13. Assessment of Performance

<b>13.1</b>	There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the teacher concerned or the appropriate committee appointed for this purpose on the following basis.
(a)	<p>In case of</p> <ol style="list-style-type: none"> <li>i. Theoretical subjects, the evaluation will be based on teachers' assessment, class-tests, seminar, mid semester examination and end semester examination.</li> <li>ii. Class-tests will be organized by the teachers concerned. This will carry 20% weightage.</li> <li>iii. The mid-semester examination will be conducted by the departments. The mid-semester examination will carry 40% weightage. The results of performance of the students in the mid semester examination shall be announced by the teachers of the subjects concerned within a fortnight of the date of examination.</li> <li>iv. The end-semester examination will be conducted centrally. The end-semester examination will consist of one paper of each of the courses. Each of the papers will be of hundred marks and be of three hours duration. The end –semester examination will carry 40% weightage.</li> </ol>

		<p>(ii) For sessional subjects (Laboratory / Workshop / Field Work / Seminar etc.), the evaluation will be on the basis of continuous evaluation and end semester examination / viva. A record is to be maintained of the evaluation done of each session of sessional subjects (Laboratory / Workshop / Field Work / Seminar etc.). The evaluation will be done by the instructor/ teacher concerned with inputs from Teaching / Lab Assistants.</p> <p style="padding-left: 40px;">a. End Semester Examination will carry 50% weightage and</p> <p style="padding-left: 40px;">b. Marks allotted under continuous evaluation will carry with 50% weightage</p>
	(b)	The evaluation of the project work will be based on sessional work assigned by the teacher, seminar, project report and project evaluation committee's assessment (also see para 14.2 below).
	(c)	The weightage assigned to different components of assessment should be announced by the concerned teacher (s) in the beginning of the semester.
	(d)	The final grades for a subject must be submitted after the end semester examination by the concerned teacher(s) to their Head of the Department for onward transmission to the Controller of Examination, GU / Appropriate Authority within two weeks of the last date of the examination.
	<b>13.2</b>	<b>Evaluation of Projects:</b>
	(a)	The project work is normally spread over the last semester. But if a department considers conducting the project work in two phases, it can be spread over to last two semesters. This must be notified before hand and mentioned in the programme structure. At the end of first stage, the student is required to submit a preliminary report of his / her work by a prescribed date to the Project Supervisor and present it to an Internal Project Evaluation Committee. The second stage of the work is continued in the following semester.

		<p>(b) Three unbound, typed copies of the project report one for each examiner prepared according to the prescribed format, should be submitted to the department at least one week before the probable date of oral examination. The oral examination will be held within two months from the date of submission of the project.</p> <p>The department will record the date of submission of the project and arrange to send the project reports to the examiners. The project coordinator will inform the date of the oral examination to the examiners. The project will be evaluated by the Project Evaluation Committee and the result will be submitted to the Project Coordinator.</p> <p>On successful completion of the oral examination, each student will be required to submit corrected bound copy of the project report one each to the department and the supervisor(s).</p>
		<p>(c) Extension of time usually not exceeding 3 months from the announced last date for submission of the project report may be granted by the DAC in the case of students with insufficient progress in the project work. In such a case the concerned students will be temporarily awarded 'I' grade. Further, if the reports are not submitted within the allowed period of time, the 'I' grade will be automatically converted to 'F' grade.</p> <p>(d) Those who fail in the first stage assessment will be required to re-register for the first stage in the following semester. Likewise, those who obtain an 'F' grade in the final (second stage) assessment will be required to re-register for it in the subsequent semester (including summer semester).</p>
	<p><b>13.3</b></p>	<p>Students admitted to the dual degree MTech programmes obtaining a CGPA of less than 6 upto 3<sup>rd</sup> semester will be terminated after the fourth semester and conferred the MSc- degree. The course work should include a project work of atleast one semester duration. The project will be evaluated as per the rules mentioned in the relevant section. If a student willingly discontinues after the fourth semester he / she will be eligible only for the MSc- degree provided he / she has completed a project work of minimum one semester duration.</p>

#### 14. Method of Awarding Letter Grades

14.1	The teacher(s) shall submit two copies of letter grades to the HoD / Coordinator to which the subject belongs, by the due date specified in the Academic Calendar. The HoD / Coordinator will forward all grades to the Controller of Examination within the due date specified in the Academic Calendar.
14.2	All evaluated work in a subject except end semester answer scripts will be returned to the students promptly. End semester examination answer scripts and the sheet containing details of marks obtained in each of the class test (s) / seminar, mid- and end-semester examinations and the conversion to grades, shall be preserved by the teacher(s) concerned for a period of one semester. If required this record maybe displayed in the notice board of the department.
14.3	Changes in Grades Already Awarded: If a student feels that the grade awarded to him / her in a course is not correct, he / she may request the teacher of the course to show him / her the end semester answer script in order to ensure that all the questions have been evaluated, within one week of the start of the next semester.

#### 15. Examinations

15.1	In assessing the students' attainment in subjects (Theory, Laboratory, Sessional), seminars, project work etc., the system of continuous assessment is adopted.								
15.2	<p>A student may be debarred from appearing in the end semester examination due to the following reasons:</p> <table border="1" data-bbox="365 1157 1508 1438"> <tr> <td data-bbox="365 1157 446 1213">(a)</td> <td data-bbox="446 1157 1508 1213">If any disciplinary action is taken against him/her.</td> </tr> <tr> <td data-bbox="365 1213 446 1438">(b)</td> <td data-bbox="446 1213 1508 1438"> <p>On recommendation of a teacher, if</p> <table border="1" data-bbox="446 1266 1508 1438"> <tr> <td data-bbox="446 1266 527 1352">(i)</td> <td data-bbox="527 1266 1508 1352">His / her attendance in the Lecture / Tutorial / Practical classes has not been satisfactory during the semester, and/or,</td> </tr> <tr> <td data-bbox="446 1352 527 1438">(ii)</td> <td data-bbox="527 1352 1508 1438">His / her performance in the sessional work done during the semester has been unsatisfactory.</td> </tr> </table> </td> </tr> </table>	(a)	If any disciplinary action is taken against him/her.	(b)	<p>On recommendation of a teacher, if</p> <table border="1" data-bbox="446 1266 1508 1438"> <tr> <td data-bbox="446 1266 527 1352">(i)</td> <td data-bbox="527 1266 1508 1352">His / her attendance in the Lecture / Tutorial / Practical classes has not been satisfactory during the semester, and/or,</td> </tr> <tr> <td data-bbox="446 1352 527 1438">(ii)</td> <td data-bbox="527 1352 1508 1438">His / her performance in the sessional work done during the semester has been unsatisfactory.</td> </tr> </table>	(i)	His / her attendance in the Lecture / Tutorial / Practical classes has not been satisfactory during the semester, and/or,	(ii)	His / her performance in the sessional work done during the semester has been unsatisfactory.
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(ii)	His / her performance in the sessional work done during the semester has been unsatisfactory.								
15.3	In the event of a final year student failing in a Laboratory and / or Sessional subjects, the teacher concerned may, at his / her discretion, grant the student an extension of time not exceeding 3 months and award an 'I' grade. If no such extension is given to a student he / she will have to re-register for the same requirement in the earliest succeeding semester in which it is offered.								

## 16. Make up Examinations

	<b>16.1</b>	Students who have missed an end semester examination on valid reasons maybe awarded "I" grade. They are eligible for make up examination. They should make an application to the Appropriate Authority through the Instructor / HOD within seven days from the date of examination missed explaining the reasons for their absence. Students who have obtained 'F' grade in any subject maybe allowed to appear in the Make-Up Examination with due permission from Appropriate Authority.
	<b>16.2</b>	No make up examination will be scheduled for the mid semester examination, class-tests, etc. It is entirely upto the teacher to ascertain the proficiency of the student by whatever means considered appropriate to him / her if he / she is satisfied of the bonafides.
	<b>16.3</b>	Official permission to take a make up examination will be given under exceptional circumstances such as admission to a hospital due to illness and a calamity in the family at the time of examination. Students residing in the hostels should produce a medical certificate issued by the University Medical Officer only. Students who are permitted to stay outside the campus or who have been authorized to be away from the University should produce a medical certificate from a registered Medical Officer. The Dean / Appropriate Authority with consultation with the HoD concerned can use his / her discretion in giving permission to a student to take a make up examination.
	<b>16.4</b>	Make up examination will be held as per dates notified in the Academic Calendar. Make up examinations at any other time can be held with the permission of the Dean / Appropriate Authority with consultation with the HoD concerned.

## 17. Withholding of Grades

	<b>17.1</b>	Grades shall be withheld when the student has not paid his / her dues or when there is a disciplinary action pending against him / her.
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### 18. Eligibility for the Award of MTech. Degrees

	<b>18.1</b>	A student shall be declared to be eligible for the award of the MTech degree if he / she has
	(a)	Completed all the credit requirements for the degree with grade 'D' or higher grade in each of the subjects (Theoretical, Laboratory, Workshop, Sessional etc), Seminar, Project etc;
	(b)	Obtained a CGPA of 5.00 or more at the end of the semester in which he / she completes all the requirements for the degree;
	(c)	No dues to the University, Department, Hostels, etc; and
	(d)	No disciplinary action is pending against him / her.
	<b>18.2</b>	A student scoring consistently a CGPA of 8 or above in all course per semester of a branch will be eligible for a MTech degree with Distinction and the nomenclature for such a case be used MTech (Distinction).
	<b>18.3</b>	Students from BSc steam admitted to the dual-degree MTech programme (s) completing four semesters (inclusive of Project work) of the programme however will be eligible only for the MSc degree under Faculty of Technology. The course must include a project work of atleast one semester duration.

### 19. Additional

	<b>19.1</b>	<b>Notwithstanding anything contained herein above, the University reserves the right to incorporate addition or alteration or effect deletion of all or any of the above clauses as it may deem fit and proper.</b>
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**Associated Committees:**

**Post Graduate Committee of Courses and Studies (PGCCS):** The courses offered by a department for a semester will be approved by a PG Committee of Courses and Studies (PGCCS) with HoD as the Chairperson. The committee shall be formed with internal and external members, subject experts, members from the industry etc.

**Faculty Advisor:** At department level a teacher be assigned the role of Faculty Advisor for a period of three years. The role of the Faculty Advisor will be to guide the students while planning and selecting the course-credit structure before forwarding it to the Academic Section.

**Project Evaluation Committee-** The committee is to be formed by the following:

1. Supervisor,
2. HoD as chairperson,
3. A faculty member nominated by the Dean
4. A few faculty members,

The committee should at a given point of time have atleast three members with (1), (2) and (3) to conduct an evaluation session. Different committees maybe formed for each project. Members numbered (2) and (3) maybe common to more than one committee.