ORDINANCES
FOR
MASTERS' PROGRAMME

Approved by the Board of Governors in its meeting held on 23rd April, 2019
under Resolution number BOG/MIN/37/2019-04/20

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
JAMSHEDPUR, INDIA

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APPENDIX-I: INSTITUTE POST GRADUATE COMMITTEE (IPGC)
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Ordinances for Masters' Programme

1. Introduction

The goals of the postgraduate programme at the National Institute of Technology Jamshedpur are: The development of scientific, technological, engineering, and educational resources of highest quality, to cater the needs of the Country, Industry, R & D Organizations and Educational Institutions, a broad understanding of the fundamental principles and scientific methods, a deep understanding of the area of specialization, an innovative ability to formulate and solve new problems, and a capacity to learn and enhance skills continually, and interact with Professionals and Scientists across the disciplines.

Above all, the students should have courage and integrity for free and objective enquiry, awareness and sensitivity to the needs and aspirations of society. With these goals in view, postgraduate programmes are designed to include courses of study, seminars and project/thesis through which a student may develop his/her concepts and intellectual skills.

The Masters' courses offered by the Institute shall be governed by these Ordinances provisioned under the section 6(i) of the National Institute of Technology, Science education and research act 2007 and shall come into force with immediate effect. These ordinances shall be applicable to all specializations leading to the Degree of Master of Technology (M. Tech.), Master of Science (M. Sc), Master of Computer Applications (MCA). Departments offering various Master Degrees are given below: -

(a) M. Tech. Degree

i. Chemistry
ii. Civil Engineering
iii. Computer Applications
iv. Computer Science & Engineering
v. Electrical Engineering.
vi. Electronics and Communication Engineering.
vii. Mechanical Engineering
viii. Metallurgical & Materials Engineering
ix. Production and Industrial Engineering

(b) M. Sc. Degree

i. Chemistry
ii. Mathematics
iii. Physics

(c) MCA

i. Computer Applications

Further, these ordinances shall also be applicable to Masters' programme new discipline(s) or areas of specializations introduced, with the approval of the Senate, in future.

All postgraduate programmes offered by the Institute shall be under the purview of Institute Post Graduate Committee (IPGC). The constitution of IPGC shall be as given in **APPENDIX-I** and it will be aided in its function by two sub-committees: (i) Departmental Academic Committee - Post Graduate (DPGC) one for each department and, (ii) Post Graduate Programme Evaluation Committee (PGPEC). Constitutions of DPGC and PGPEC shall be as given in **APPENDIX- II and -III,** respectively. Functions of IPGC, DPGC and PGPEC are as given below:

Functions of IPGC:

i. To oversee the conduct of all Post Graduate Courses of the Institute

ii. To issue guidelines related to PG programme of the Institute

iii. To receive recommendations/proposals from the DPGC and PGPEC and forward them to senate for consideration and approval

iv. To consider the proposal of new courses from the department and make recommendation(s) to the Senate for consideration and approval.

v. To resolve any other issues of PG programme which may arise from time to time.

Functions of DPGC:

i. To oversee the conduct of all post graduate courses of the Department

ii. To ensure academic standard and excellence of courses offered by the Department

iii. To discuss and recommend the syllabi of all the Post Graduate Courses offered by the department from time to time before sending the same to the IPGC

iv. To consider and recommend any other matter(s) concerning the Post Graduate Programmes of the Department

v. Any other matter brought to the notice by the competent authority.

Functions of PGPEC :

I Issue guidelines to various departments to maintain uniformity on evaluation pattern of courses / projects

ii. To consider and recommend the assessment procedure to be adopted by various departments

iii. To process semester results of Post Graduate Programme and recommend the same to Senate, Chairman for approval

iv. Any other matter brought to the notice by the competent authority.

2. Academic Calendar and Duration of Programme

An academic session/year is divided into two semesters, Autumn and Spring Semester, of approximately eighteen weeks each. Typically, Autumn semester commences in July and Spring semester commences in January. Minimum duration of M. Tech. and M. Sc. programmes shall be of two years and that of MCA shall be of 3 years. The schedule of events of each semester, i.e., the Date of Commencement of Classes, Registration, Mid- and End-Semester Examinations, etc. shall be as laid down by the Senate in the annual Academic Calendar.

3. Admission

3.1 Admission to the post graduate programme will be made in the autumn semester of each academic year on the basis of performance in Graduate Aptitude Test in Engineering (**GATE**) for **M. Tech.** courses, Joint Admission Test (**JAM**), for **M. Sc** programmes, NIT MCA common entrance test (**NIMCET**) examination for **MCA**. Admission for M. Tech. will be made through Centralized Counselling for M. Tech. (CCMT) only. GATE and JAM score certificates can be used only once for admission to M. Tech. and M. Sc. programmes, respectively.

3.2 Students shall have to submit a copy of their Mark Sheet/Grade Card/Provisional Certificate/ Qualifying Degree Certificate as evidence of passing the qualifying examination (see Section 4, 5 and 6) within three months from the date of registration.

3.3 The admission will be revoked, if at any stage it is found that the student has obtained admission based on falsified information or had by any malafide intentions submitted forged mark sheet/degree/caste/PwD certificate, etc. or suppressed some material information of academic nature or otherwise required for his/her admission in the Institute.

3.4 The Senate may appoint a Committee to examine any specific case or review rules regarding admissions from time-to-time.

3.5 Admissions will be made in accordance with the instructions received from MHRD, Govt. of India (GoI) from time to time. Reservation for candidates belonging to SC/ST/OBC/PwD/EWS and other categories shall be as per GoI norms.

3.6 Eligibility criteria for admission of students to various programmes under different categories shall be as in Sections 4, 5 and 6.

3.7 The Institute reserves the right to cancel the admission of any student and ask him/her to discontinue the studies at any stage of the program either due to unsatisfactory academic performance, or unsatisfactory attendance in classes, or indecent behaviour or for any other reason(s), as the Institute deems fit to be.

3.8 If the number of students admitted in a session to any particular course is less than the minimum number fixed by the Senate, the course will not be offered in that session. Students admitted to that course will be required to change over to another course offered by the Institute for which they may be otherwise eligible. In such circumstances, the candidates may withdraw their candidature and will be entitled to a full refund of fees paid by them.

4. Eligibility Criteria for admission to M. Tech. Programme

4.1 Students with Assistantship

i. Graduate Aptitude Test in Engineering (GATE)

ii. The admission will be made in order of merit based on valid GATE score

iii. Details regarding assistantship are given in **Appendix-IV**

4.2 Self –financing Students

Few seats will be filled under self-financing category while observing the same guidelines of admission as applicable for students with assistantship.

4.3 Sponsored Students

Candidates who are employed in recognized Organization/Institutions shall be eligible for admission as 'sponsored candidates' to any of the M. Tech. Courses offered by the Institute.

4.3.1 An applicant seeking admission as a sponsored candidate must have secured in the qualifying degree examination, i.e., Bachelor's degree (4-year course) in Science/Engineering/Technology, at least 60 % marks or equivalent CGPA of 6.5 out of 10. Such candidates must have been in regular service for at least two years prior to applying.

Candidates who possess the minimum prescribed qualification and are in service in any of the following establishments shall be eligible for admission to the courses as sponsored student:

i. Defence/Ministries of the GOI/ Ministries of the GOI

ii. Established Industries, Research and Development (R&D) Organizations as may be recognized by the Institute from time to time

iii. Autonomous Public Undertaking

iv. QIP Scheme of the Government of India

v. Universities and recognized technical institutions .

4.3.2 Intending sponsored candidates must submit their application on prescribed form for admission through their employer, with suitable endorsement as required in the application form. The form must reach the Institute by the stipulated date.

4.3.3 All eligible sponsored candidates shall be required to qualify written test/interview conducted by a selection committee to be appointed by the concerned DPGC. The provisions of this sub-section, however, shall not be applicable to the candidates selected for admission under sponsorship of the GOI.

4.3.4 A sponsored candidate selected for admission shall be required to, at the time of joining the Institute,

(a) Produce certificates in a prescribed form from the employers to the effect that the

(i) applicant has been in regular service for at least a period of 2 years

(ii) applicant will be officially released from duties for the purpose of joining the course and that he/she will draw full pay during their period of study

(iii) applicant's services are retained with the employers.

(b) Submit evidence of having passed the qualifying examination with require percentage of Marks or Grade and such other documents as the Institute may require.

4.4 Foreign Nationals

Eligible foreign nationals who have either been selected for award of Government assistantship/fellowship, or been permitted by the GOI to undergo studies as self-financing foreign student, may also be admitted to any of the courses subject to the acceptance of the academic record of the applicant by the Institute. However, those foreign nationals/non-resident Indians who passed the qualifying degree examination (B. Tech, M.Sc. or an equivalent degree, as the case may be) from an Indian University/Institute and are willing to take admission in any of the M. Tech. courses offered by the Institute, either with GOI assistantship/fellowship or as a self-financing foreign student, shall be required to qualify GATE.

4.5 Permanent staff members of the Institute

Permanent non-teaching staff members of the Institute (henceforth, referred to as staff members) shall be eligible for admission to a M. Tech. programme (without assistantship) subject to (i) prior permission obtained from the appropriate authority and (ii) fulfilment of the minimum prescribed qualifications and experience. They will, however, have to appear for an interview. The conditions governing such permission are as given below: -

4.5.1 Staff members may be permitted to join a M. Tech. program of the Institute provided prior permission has been obtained from competent authority before applying for admission to the programme.

4.5.2 For admission to M. Tech. programme, a staff member must have obtained at least the prescribed minimum percentage of marks/grade/CGPA for sponsored candidates.

4.5.3 All common rules laid down in the M. Tech. ordinances relating to the course work, project work/thesis under the supervision of a faculty member of the Institute, etc., unless permitted otherwise, shall be applicable to such candidates.

4.5.4 Staff members enrolled for M. Tech. degree shall be required to pay registration fee only, as applicable from time to time.

4.5.5 The other conditions for granting permission to staff members to enroll in the M. Tech. program shall be as follows:

(i) The applicant must hold a permanent (substantive) post in the Institute with a standing of at least three years of service.

(ii) The application for administrative permission to join the M. Tech. program by a staff member must be submitted through the Head of the Department/Centre or the Section In-charge, as the case may be. Further, the applicant must also give an undertaking **(APPENDIX-V)** to the effect that the applicant shall abide by all the rules.

(iii) The maximum number of credits that a staff member can register in each semester shall be at the convenience of the Department/Centre. If the exigencies of Institute duties so require, the permission granted can be withdrawn by the Institute at any time.

(iv) All applications under this category shall be examined by the IPGC. taking into account whether the proposal for joining the program for which permission is sought is genuine. After the permission is granted, the staff member will submit an application for admission together with the prescribed fee.

(v) The minimum period to be spent for completion of the course work and submission of the dissertation/thesis by the candidate in this category shall be three years from the date of registration. The maximum period, however, shall remain to be five years on the approval of the competent authority.

(vi) A staff member who has obtained a M. Tech. degree from the Institute under this clause shall have to serve the Institute for a period of three years after obtaining the degree.

4.6. **Part-Time (PT) Students**

Institute also offers Part-time Post Graduate Programme towards M. Tech. degree for employed/self-employed graduates who reside within 20 km from NIT Jamshedpur. The eligibility criteria for admission to part-time programme shall be the same as that for sponsored students. Like sponsored students, Part-time students are also not eligible for assistantship. The classes for part-time students will be held in the evening hours and the schedule will be notified by the concerned department. The minimum period for completion of course work and thesis duration shall be three years from the date of registration. Maximum period shall be five years. Other Ordinances applicable to regular students, except residency requirements, shall also be applicable to part-time students.

In case of M Tech Student gets employed after successful completion of course work, she/he may be allowed to continue the thesis work as part-time candidate on recommendation of DPGC and no objection certificate from the employer. In this case the thesis duration will be of 4 semesters as applicable to a part-time candidate.

5. Eligibility Criteria for Admission to M. Sc Programmes.

5.1 **Regular (Full-Time) Students**: Minimum eligibility criteria for admission to various M.Sc. programmes shall be as follows: -

(a) M.Sc. Physics : A bachelor's degree (at least 10+2+3) with Physics as a major/ honours subject and Mathematics as one of the other subjects with a minimum 60% aggregate marks or 6.5 CGPA in a scale of 10 (55% aggregate marks or 6.0 CGPA in a scale of 10 for SC/ST/PwD candidates) without rounding off.

Or

A bachelor's degree (at least 10+2+3) with Physics as a subject for at least two years /four semesters and Mathematics for at least one year / two semesters with a minimum 60% aggregate marks or 6.5 CGPA in a scale of 10 (55% aggregate marks or 6.0 CGPA in a scale of 10 for SC/ST/PwD candidates) without rounding off.

(b) M.Sc. Chemistry : A bachelor's degree (at least 10+2+3) with Chemistry as a major/honours subject and Mathematics and Physics as other subjects, with a minimum 60% aggregate marks or 6.5 CGPA in a scale of 10 (55% aggregate marks or 6.0 CGPA in a scale of 10 for SC/ST/PwD candidates) without rounding off.

Or

A bachelor's degree (at least 10+2+3) with Chemistry as a subject for three years/ six semesters, and minimum 2 (Two) courses each in Mathematics and Physics, with a minimum 60% aggregate marks or 6.5 CGPA in a scale of 10

(55% aggregate marks or 6.0 CGPA in a scale of 10 for SC/ST/PwD candidates) without rounding off.

(c) **M.Sc. Mathematics:** A bachelor's degree (at least 10+2+3) with major/honours in Mathematics and a minimum 60% aggregate marks or 6.5 CGPA in a scale of 10 (55% aggregate marks or 6.0 CGPA in a scale of 10 for SC/ST/PwD candidates) without rounding off.

Or

A bachelor's degree (at least 10+2+3) with Mathematics as a subject for two years/ four semesters and a minimum 60% aggregate marks or 6.5 CGPA in a scale of 10 (55% aggregate marks, or 6.0 CGPA in a scale of 10 for SC/ST/PwD candidates) without rounding off.

5.2 **Sponsored (Full-Time) Students**: The Institute may admit persons, who are in gainful employment as 'Sponsored Students' to any of the courses covered by Clause 5.1 as per clause 4.3.

5.3 **Permanent staff members of the Institute:** Conditions for admission shall be similar to that given in clause 4.5

6. Eligibility Criteria for Admission into MCA Programme

Admission to MCA programme shall be open to candidates who have

a) passed the prescribed qualifying examination i.e B. Sc., BCA (minimum three years full time) from a recognised University with mathematics or statistics as one of the papers.

b) passed the qualifying examination with a minimum of 60% aggregate marks or 6.5 CGPA in a scale of 10 (55% in aggregate marks or 6.0 CGPA in a scale of 10 for SC/ST/PwD candidates) without rounding off.

A limited number of admissions shall also be offered to foreign candidates and Indians living abroad (NRIs) in accordance with the rule(s) applicable for such admissions issued from time to time from MHRD, GOI.

7. Residence

The Institute is residential and rooms in a Hostel/Hall of Residence (HoR) are allotted, subject to their availability, at the time of admission. All those students who are allotted rooms are required to reside in the residency and become a member of a Hostel/ HoR to which they are assigned. The residential requirement for M. Tech. and M. Sc programme is two years and that of MCA programme is three years. While residing in Hostel/HoR the students are required to abide by the following rules.

7.1 The mess of each Hostel/HoR shall function as a single unit and shall not, under any circumstances, be sub-divided into any kind of groups or sub- groups.

7.2 Under special circumstances, the Director/Dean (Academic) may permit a student to reside outside within a reasonable distance from the institute. Such a

student shall, however, be attached to a Hostel/HoR and will be required to pay seat rent according to ordinances, and Hall establishment charges fixed by the Institute. This permission, however, may be withdrawn at their discretion at any time considered appropriate by them without assigning any reason(s).

7.3 Family accommodation, if available, may be provided to married students (Sponsored, QIP, Foreign Nationals with Government Assistantship) of M. Tech. courses.

7.4 A student shall reside in a room allotted to him/her only and may shift to any other room only under the direction/permission of the Chief Warden / Dean Students' Welfare (SW)

7.5 No student shall occupy or vacate a room in any HoR without the prior permission of the Warden, Chief Warden and Dean (SW). Students shall be required to make their rooms available whenever required for repairs, maintenance, disinfection, or inspection and shall be required to vacate the rooms when leaving for vacations/holidays.

7.6 Students will be responsible for proper care of furniture, fan and other fixture and fittings in their rooms and shall generally assist the Warden in ensuring proper use and care of those provided in the Common Hall.

7.7 Students will be responsible for the safe keeping of their own property. In the event of loss of personal property due to theft/fire/negligence, the Institute shall bear no responsibility and will not be liable for any loss.

7.8 All students must abide by the rules of the HoR as may be framed from time to time.

7.9 Students are prohibited to (i) use and/ or possess electrical appliances like heaters, ovens, induction stoves, etc. (ii) cook within the premises of HoR (iii) engage personal attendants and (iv) keep pets.

7.10 A student who has been permitted, under the provisions of paragraph 20.1 and 20.2 of the ordinances, to withdraw temporarily from the program must vacate the Hostel on the day of departure. Suitable accommodation may be re-allotted to the student when he/she rejoins the program subject to the availability.

8. Registration

Students should register for 0 credit in summer. Because, if students are staying in the campus they must be registered.

8.1 All Masters' students must register for the required credits at the commencement of a semester as notified in the academic calendar, or as decided by the concerned department.

8.2 Concerned HoDs shall organize the registration of the students by appointing a Faculty Advisor for each class of the programmes

8.3 A student who couldn't register on the registration date, for any compelling reason, may be permitted for late registration within the next five working days on payment of a prevalent late fee as prescribed by the Institute. Normally, no late registration will be permitted after the 5th working day from the scheduled registration date. Late fee may be imposed afterwards.

8.4 Only those students will be permitted to register who have: -

(a) paid all the required payments e.g., Institute tuition fee, Hostel and Mess advance fee, etc.,

(b) cleared all Institute and Hostel dues of the previous semesters,

© satisfied the SGPA/CGPA requirement during the earlier semester(s) as mentioned in 15.6.

8.5 Normally, the number of credits registered during a semester shall not be less than 20 credits and shall not exceed 30 credits.

8.6 The students shall choose the subjects as recommended by the Board of Studies (BOS) and approved by the Senate for registration in consultation with the Faculty Advisor.

8.7 Student who obtains a 'F' grade in a/an

(a) **compulsory subject** may clear it in the subsequent Supplementary/Summer term examination or, must re-register the subject (as a backlog paper) the next time when it is offered.

(b) **Elective Subject** may similarly clear the paper in the Supplementary/Summer term examination or, alternatively, register for any other elective subject categorized in the same group in the subsequent semester.

© **Laboratory/Practical subject** must re-register for the same the next time when it is offered.

8.8 A student who obtains a CGPA lower than 6.00 with grade 'P' in some subjects may be permitted by the Dean (Academic) on the recommendations of the DPGC to repeat one or more of such 'P' grade subjects, provided, the subject(s) is/are being offered by the concerned department.

8.9 When a student re-registers for a subject, in accordance with clauses 8.5 and 8.6, his/her new grade obtained will be used for SGPA calculation, whereas for CGPA calculation, the better of the two grades (the old and the new) of that subject will be considered.

8.10 A student may be allowed for temporary withdrawal/semester leave from a programme based on the recommendation of the Faculty Advisor duly forwarded by the HoD for approval to the Dean (Academic). For M.Tech students, approval is contingent upon the successful and continuous completion of the course work (theory, laboratory, semester and comprehensive viva voce etc) with a CGPA of 6.0 or greater. The student seeking temporary withdrawal shall, however, have to complete the thesis/project and submit the same and appear at the final viva voce within 5 years from the date of admission.

Sponsored students and those who opt for temporary withdrawal in order to re-join/join service will have to produce a letter from their employer stating that they can either carry out the Thesis/Project at their parent organization or re-join the Department to work on the project full time at a future date (if their parent organization does not have the facilities for execution of the project work). Further, they must also

a) communicate in writing, to the HoD, by the end of preceding Spring Semester the intention to submit the dissertation

b) deliver a seminar before submitting the dissertation on a date fixed by the HoD and clears all outstanding dues, if any, to the Institute and/or the hostel

c) pay the semester registration fee for third and fourth semester and re-admission fee as may be prescribed by the Institute.

Assessment of the Thesis and the conduct of the viva voce examination for such cases will be arranged by the HoD along with the regular students.

8.11 Students who discontinue their studies without prior permission before completing the first and second semester course work shall be deemed to have discontinued their studies and their names will be struck off the rolls of the Institute. In such cases Transcript/ grade card will not be issued.

8.12 A student who has already registered may:

(a) Register an additional subject for credits, or

(b) Change an already registered additional subject or elective(s) with the approval of the DPGC.

Any change of subject(s) must, however, be done within one week of registration and must comply with clause 8.5. Such changes once made will be final and request for further changes/modifications shall be summarily rejected.

9. Attendance and Leave Rules

9.1 Attendance

Attendance is compulsory in all classes of the registered subjects (Lectures,

Laboratories/Practicals, Workshop, Seminar etc.). Attendance shall be considered as unsatisfactory if it is less than 75% and the student's registration in the concerned subject(s) shall be cancelled and he/she shall be debarred from taking End-Semester Examination.

9.2 **Leave of Absence**

9.2.1 If the period of leave is for a short duration (less than two weeks), prior application for leave will have to be submitted to the concerned HoD stating the reason along with supporting document(s). Such leave will be granted by the HoD.

9.2.2 Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reasons for which prior application could not be made may be condoned by the HoD, provided satisfactory explanation presented is presented.

9.2.3 If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted, through the concerned HoD, to the Dean (Academic) with supporting documents. The decision to grant leave, in such cases, shall be taken by the Dean (Academic) on the recommendation of the DPGC. However, in case of leave of more than 3 weeks, student will be advised to take a semester leave.

9.2.4 Considering all the leave Clauses 9.2.1 to 9.2.3 the attendance should not be less than 75%.

9.2.5 Field visits relating to Project, if required shall be considered as Academic Leave, subject to the condition that proposals for such field visits are recommended by the Supervisor and approved by the Dean (Academic).

9.2.6 The Dean (Academic) may, on the receipt of an application, also decide whether the student be asked to withdraw from the course for that particular semester because of long absence.

9.2.7 It will be the responsibility of a student to intimate the warden of the hostel in which he/she is residing, and the concerned instructors and faculty advisor regarding his /her absence before availing leave.

9.2.8 In exceptional circumstances, the Dean (Academic) in consultation with the Chairman, Senate may relax attendance requirement on the recommendations of IPGC.

9.2.9 While complying with the clauses 9.2.1 through 9.2.5, Masters' Students with assistance-ship shall also be entitled to the following types of leave during an academic year.

	Nature of Leave	Maximum Number of Days
I	Casual leave	*15 days
ii)	Medical leave	**15 days
iii)	Special Casual Leave (academic work related to project/thesis	15 days or more subject to the approval of the competent authority Maternity/Paternity Leave**As per GOI rules.

* Applicable only to M. Tech. students with Assistantship/Scholarship

** Provided that the application is supported by a certificate from the Institute's Doctor or a Doctor recognised by the Medical Council for the purpose.

Any absence over and above the prescribed limit of admissible casual leave shall entail deduction from the assistantship/scholarship for M. Tech. students, besides other action(s) as may be decided by the Institute.

9.2.10 (i) Leave records of students will be maintained by the concerned department.

(ii) Leave not availed by a student in an academic year will not carry forward to the subsequent academic year.

(iii) If a student is absent for more than one month without permission from competent authority, his/her name will be removed from the Institute rolls.

(iv) A Master's student is not entitled to any vacation on account of inter-semester break, Summer and winter vacations

10. Course Structure

Every PG Programme will have a curriculum and syllabi for the courses approved by the Senate. Weightage of courses shall be reckoned in credits, as specified against each subject in the curricula. DPGC will discuss the curriculum and syllabi of all the postgraduate courses offered by its department in their respective Board of Studies (BOS) from time to time. DPGC will incorporate their respective BOS's suggestions into their curriculum and syllabi and forward the same to IPGC. The IPGC will consider the proposals and make necessary recommendations to the Senate for approval.

Minimum credit requirements for Master's degree are as given below

10.1 Minimum Credit requirements for M. Tech. degree

To qualify for M. Tech. degree, a student is required to successfully complete the credit requirements as prescribed in the curriculum for the particular programme. The minimum total credit requirements for M.Tech. programme will be in the range 80-88 credits. The credit distribution of various components of M. Tech. programme shall be as given below:

S.No	Category	Credits
a.	Course Work (including Theory, Seminar, Laboratory)	40-48b
b.	Seminar (3rd Semester)	04
c.	Thesis/Project (3rd and 4th Semester)	16+20
	Total Credits	80-88

The course work shall comprise of core and elective subjects. The core subjects may constitute a maximum of 30% to 40% of the theory subjects. The list of elective subjects may include subjects from allied disciplines also. The curriculum will also include compulsory seminar to be delivered by each student. Department will prescribe a seminar carrying one credit in each of the first and the second semester.

10.2 Minimum Credit requirements for M. Sc. degree

To qualify for a M.Sc. degree, a student is required to successfully complete the credit requirements as prescribed in the curriculum for a particular programme. The minimum total credit requirements for M. Sc. programme will be in the range of 84-90 credits. The credit distribution of various components of M. Sc. programme shall be as given below:

S.No	Category	Credits
a	Course Work (including Core Courses, Electives, Laboratory)	70-76
b	Seminar (3rd Semester)	2
c	Major Project (4th Semester)	12
	Total Credits (Minimum Requirements)	84-90

A semester will normally not have more than six lecture-based courses and four laboratory courses. However, in special cases, students may be permitted to take seven lecture-based courses subject to the recommendation of Faculty Advisor and approval of DPGC.

10.3 Minimum Credit requirements for MCA degree

To qualify for MCA degree, a student is required to successfully complete the minimum credit requirements of 140-150 as prescribed in the curriculum. The Credit distribution of various components of MCA programme shall be as given below:

S.No	Category	Credits
a	Course Work (including Core Courses, Electives, Laboratory)	118-128
b	Seminar (5th Semester)	02
c	Major Project (6th Semester)	20
	Total Credits	140-150

11. Performance Assessment

There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the concerned faculty member or by the appropriate committees appointed for the same on the basis of the following:

(a) Mid- and End-semester examination for theoretical subjects,

(b) Seminars,

(c) Laboratory/workshop, thesis/project, dissertation and viva voce.

11.1 **Theoretical subjects:**

(a) Centralized Mid- and End-semester examinations will be conducted.

(b) The final grades will be awarded on the basis of Teacher's assessment, Mid and End-Semester Examination according to the weightage given below:

Teacher's Assessment (Attendance, Assignments Quiz, Tutorials etc.)	**Mid-Semester Exam (2 Hrs)**	**End-Semester Exam (3Hrs.)**
20	**30**	**50**

11.2 **Laboratory/drawing/workshop etc.**: the evaluation will be based on the weightage as shown below:

Completion of practical/laboratory/ Drawing-tasks assigned	60%
Oral/practical/ Drawing tests and/or Viva Voce (at least 2)	40%

11.3 **Seminar**: A Seminar Assessment Committee (SAC) will be constituted by the concerned HoD for the evaluation of performance at Seminars. Attendance is compulsory for students who have registered for Seminar and due weightage will be given for the same in the overall evaluation of this requirement.

11.4 Total marks for a course/seminar/comprehensive viva voce shall be entered in the online system by the concerned teacher/faculty advisor/supervisor and the final grades must be submitted to the HoD within five days from the completion of End-Semester Examinations/seminars.

12. Grading system

12.1 A ten-Scale letter grades system will be used to assess the performance of students in the various categories (subject, project, etc) as follows:-

Description	**Letter Grade**	**Grade point per credit**
Outstanding	O	10
Very good	A	9
Good	B	8
Fair	C	7
Average	D	6
Pass	P	5
Fail	F	0

In addition, there shall be two transitional symbols :

I – Incomplete

X-- Debarred

12.2 A **Semester Grade Point Average** (SGPA) shall be computed using the below expression for each semester.

$$SGPA = \frac{\sum_{i=1}^{n} C_i g_i}{\sum_{i=1}^{n} C_i}$$

Where n is the number of subjects registered for the semester, C_i is the number of credits allotted to a particular subject and g_i is the grade point corresponding to the letter grade awarded to the student for that subject. SGPA will be rounded off to second decimal place and recorded as such. The SGPA would indicate the performance of a student in the semester to which it.

12.3 A **Cumulative Grade Point Average** (CGPA): The CGPA gives the cumulative performance of the student from the first semester up to the end of the semester to which it refers to, and will be calculated as follows:

$$CGPA = \frac{\sum_{i=1}^{m} C_i g_i}{\sum_{i=1}^{m} C_i}$$

Where 'm' is the total number of courses registered up to that semester, C_i is the number of credits allotted to a particular subject and g_i is the grade point corresponding to the letter grade awarded to the particular subject. CGPA will be rounded off to the second decimal place and recoded as such. The CGPA would indicate the cumulative performance of the student from the first semester up to the end of the semester to which it refers.

12.4 Whenever grade point averages are to be used for the purpose of determining merit ranking of a group of students, only the rounded off values will be taken into account.

12.5 When a student obtains 'I' grade for any subject(s) during a semester, the SGPA for that semester and the CGPA will be tentatively calculated ignoring this subject. After the 'I' grade (s) have been replaced by appropriately earned grades(s), the SGPA for that semester and the CGPA will finally be recalculated taking into account the performance of concerned subject (s). [For 'X' grade, see section 13.3 and 13.4]

12.6 When a student scores an 'F' grade for subject (s) during a semester, the SGPA and CGPA from that semester on wards will be tentatively calculated, taking only 'zero points' for each such 'F' grade. Upon successfully clearing such backlog course(s) either in supplementary examination or in subsequent semesters, the previously obtained 'F' grade will be substituted by the corresponding newly

earned grade and the SGPA and CGPA will be revised as laid out in 12.2 and 12.3.

12.7 In the case of a relatively large class and/or classes of more than 15 students where the performance level depicts more or less a normal distribution:

(a) The average performance (around mean value of marks) is normally assigned 'C' grade. However, if by teacher's/committee's perception, the class performance is satisfactory then, the average performance may be assigned the 'B' grade.

(b) All other marks to grade conversion are to be done relatively with respect to the average performance in between (but excluding) the 'F' and 'O' grades, which have already been assigned, by choosing appropriate boundary marks between grades.

(c) Normally, in a reasonably large class of student's distribution of grades is expected to be as follows:

O	<=10%
A	10-20 %
B, C, D	20-35 %
P	10-25%
F	<=5

(d) For classes where excessive clustering of marks occur, conversion from marks to grade may be done using the table given below, where 'm' stands for the marks obtained. However, the teacher may, on his/her view of the difficulty level of assessment process undertaken, alter the boundary (cut-off) marks by +/- 5 marks.

Range of Marks	**Grade**
m >= 90	O
80 <= m < 90	A
70 <= m < 80	B
60 <= m < 70	C
50 <= m < 60	D
35 <= m < 50	P for Theory Component
40 <= m < 50	P for Laboratory Component
m < 35	F for Theory Component
m < 40	F for Laboratory Component

(e) The conversion from marks to grade for supplementary examination would be carried out by applying the same norm as was framed for the original class.

13. **The Incomplete Grade 'I' and Debarred Grade 'X'**

13.1(a) The grade 'I' may be temporarily given to a student who is unable to appear in the End-Semester Examination because of:

(i) illness or accident which disables the student from appearing in the examination. This must be duly certified by the medical officer of the Institute or a doctor recognized by the medical council.

(Or)

(ii) a calamity in the family at the time of the examination which, in the opinion of the HoD and Dean (SW) necessitated the student to miss his/her End-Semester Examination.

(b) If a student is unable to appear in a Mid-Semester Examination for any of the compelling reasons mentioned above, the concerned teacher(s) may use his/her/their discretion and conduct makeup examination with same weightage.

13.2 (a) A student who has been awarded grade 'I' in a subject in the End-Semester Examination shall have the option to either,

(i) appear in supplementary examination to be held by the Institute by filling in the application in prescribed form together with payment of necessary fees. In the supplementary examination, the student will be awarded one grade lower than the actual grade obtained from the performance in the examination, except when 'P' grade was obtained by the student which will remain unchanged, or

(ii) re-register for the subject in the subsequent semester in which it is offered. In such case the student is entitled to full credit in accordance with the performance.

(b) No supplementary examination will be held for laboratory subjects. The student has to re-register during a regular semester and will deposit prescribed fee for the same.

13.3 **Debarred Grade "X"**

(i) A student who is absent for a significant part of a semester, having attendance less than 75% in the subject

or

(ii) does not appear in the Mid-Semester Examination with-out any acceptable ground, shall be awarded 'X' grade and he/she shall be debarred from appearing at the End Semester Examination of the corresponding subject(s).

A student who is debarred from appearing in End-Semester Examination of subject(s) for reasons as specified by section 13.3 will be required to re-register for the same course / an alternative course of same credits duly recommended by the Faculty Advisor in the subsequent semesters. In such cases, ordinances pertaining to registration and credit requirements for the award of degree must be complied with.

14. Seminar Thesis/Project

14.1 Appointment of M. Tech./MCA/M. Sc. Thesis Supervisor(s)

1. A. PG student shall be allotted Thesis Supervisor before the registration of 3rd Semester for M. Tech. 4th Semester for M. Sc. and 6th Semester for MCA programme.
2. A student shall not normally have more than two supervisors at any given time.
3. Thesis supervisor(s) of a student shall be appointed amongst the faculty of NIT Jamshedpur using modalities prescribed by the Department.
4. A student on the recommendation of DPGC and IPGC can have a supervisor from outside the Institute.
5. The appointment or change of supervisor(s) shall be communicated to the Dean Academic by the convenor of DPGC.
6. In case, there has been change/addition in the supervisor(s), the thesis shall not be submitted before three months from the date of such change.
7. Normally, a Faculty Member except those of department of computer application shall not supervise more than **five** students. However, the department may have a well defined transparent policy with respect to allocation of thesis supervisor.
8. In case, a faculty is suspended /debarred by the Chairman, Senate for indulging in lowering the image of the Institute in any manner, he/she shall cease to be a supervisor.
9. In case a supervisor resign/retires or otherwise ceases to be a faculty of the Institute, the DPGC shall appoint a new supervisor/ co-supervisor in consultation with the student.
10. If a supervisor of students proceeds on long leave (more than Three months) and if there is only one supervisor, then prior to proceeding on such leave the DPGC shall in consultation with Head of the Department and Student, appoint a thesis coordinator/supervisor/co-supervisor to ensure that the student does not suffer in his/her absence.

14.2 Seminar:- A seminar will ordinarily be held at the end of 2nd semester (4th Semester for Part Time students), 3rd semester and 5th Semester for M. Tech., M. Sc. and MCA students, respectively. It will carry a maximum of 1 credit and will be conducted by a Board consisting of faculty members from the concerned department. The HoDs may invite a faculty member from an allied Department to be associated with seminar/viva voce.

14.3 Constitution of Thesis Examination Board

The thesis supervisor (s) shall propose the constitution of the Examination Board

and convenor DPGC and HoD shall forward the same to the Director for approval. The composition of the Examination Board shall (a) Supervisor, (b) DPGC and (c) One faculty from outside the Institute.

14.4 **Thesis:** A Master's student will have to carry out Thesis work to fulfil the requirements for the award of a Master's degree. A student shall carry out the thesis work under the supervision of a faculty member (internal supervisor) of the department. Thesis/Project is carried out in the 3rd and 4th Semester for M. Tech., 4th semester for M. Sc. and 6th Semester for MCA Programmes.

A student may carry out his/her thesis in collaboration with an Industry, Research and Development (R&D) Organisation or other Academic Institution /University where sufficient facilities exist to carry out the same. In such cases, a co-supervisor from the collaborating Industry/R&D Organization/ Institution/ University may be appointed with the approval of the IPGC. The co- supervisor, along with the internal supervisor, will provide guidance and may also be associated with evaluation of the student's Thesis/Project. The internal supervisor may, if necessary, visit the collaborating Industry/ R&D Organization/Institution/ University in connection with the student's project.

14.5 **Assessment of Thesis**

(a) **Third Semester/ Fifth Semester (M. Tech. Full-Time/ Part-Time Programme):** The student shall have to submit a report of the work done during the Semester and present a seminar of 20-25 minutes duration (followed by discussion) to the members of Project Assessment Committee constituted (inclusive of the co-supervisor) by the Department by 31st December.

The grades shall be assigned on the basis of marks awarded in the following manner on:

Project work (Marks to be given by the Supervisor): 50%

Report & Seminar (Marks to be given Project Assessment Committee): 50%

(b) **Fourth Semester (M.Tech Full-Time /M.Sc) / Sixth Semester (M.Tech Part-Time /MCA):** The student shall submit the dissertation latest by 31st May. The student will have to appear at a viva–voce and deliver a seminar of 20-25 minutes duration. The dissertation seminar and viva–voce shall be conducted on the date fixed as per the Academic Calendar. The grades shall be assigned on the basis of marks awarded in the following manner:

- Thesis/project Work 40%
  (Marks to be awarded by the supervisor)
- Seminar 20%
  (Marks awarded by the Project Assessment Committee)
- Thesis/project 20%
  (Marks to be awarded by the external examiner)
- Viva–voce 20%
  (Marks to be awarded by external examiner)

14.6 A student has to have a satisfactory performance in each component separately to qualify for the degree.

a) **Thesis/Project Work:** Assessment will involve the day-to-day work of the student for the thesis. Supervisor(s) will periodically review the student's progress and finally assess the performance of the student at the end of the semester.

b) **Thesis/Project Extension**: Extension of thesis work beyond the submission deadline may be granted, in very special cases, by the Dean (Academic) on the recommendation of the Supervisor(s) for a maximum period of 3 months. The student shall neither be eligible for award of assistantship during the extension period nor any Medal or Prize.

c) **Plagiarism**: Plagiarism is a serious offence and at any stage if it is found that the content of the thesis is plagiarized beyond the limit prescribed by the Senate, the Thesis shall be withdrawn. A certificate to the effect that the Thesis is not plagiarized (beyond the limit prescribed by the Senate) has to be submitted by the student in prescribed format (MPF-08) at the time of submission of the thesis.

d) **Dissertation Seminar and Viva-voce:** A student shall be required to submit a dissertation on the Thesis work carried out by him/her. Three/four hard bound copies of thesis must be submitted to the HoD by the prescribed date in the Academic Calendar. A brief bio-data and a one-page abstract of the Thesis/Project work carried out will be appended to the dissertation.

The thesis will be sent to an external examiner, appointed by the appropriate authority, from a panel of experts suggested by the Department, for reviewing the same.

Dissertation viva voce will be held by the date prescribed in the Academic Calendar. The external expert who reviewed the thesis will conduct the viva voce. In case of students who were given project extension, an expert from an allied Department of the Institute may be associated for the assessment of dissertation and conducting viva voce examination. The viva voce, however, will have to be completed within the extension period.

14.7 Thesis in collaboration with Industry/R&D Organization/University

As mentioned in 14.2, a student may, with the approval of the HoD, carry out the Thesis work with an Industry, a R&D Organization or another academic Institution/University. The student shall acknowledge the involvement and/or contribution of an industry, R&D Organization or University in completing the project and dissertation. A certificate to this effect, issued by co-supervisor will be appended to it. A student before venturing into such collaboration shall ensure that there are no confidentiality clauses with respect to data or results generated.

It is mandatory for all students (especially those who carry out their thesis in an Industry, R&D organization or University in India or Abroad) to make full disclosure of all data on which they wish to base their Thesis. Any tangible intellectual property other than copyright of Thesis may have to be assigned to the Institute; the copyright of the Thesis itself would, however, lie with the student as per the IPR policy in force at the time. The student's Thesis shall be rejected unless there is full and complete disclosure of data and the student will not be eligible for M. Tech./M. Sc. /MCA degree of the Institute in such cases.

15. Examinations

Students will be permitted to appear in the examinations of only those subjects for which they have registered. For theoretical subjects, there will be a Mid- and an End-Semester Examination. Normally, there will be no End-Semester Examination for Laboratory Courses, Workshop etc. However, if any test or final examination for Laboratory/Drawing/Workshop is held, its weightage should conform to section 11.2.

15.1 The End-Semester Examination will carry specified weightage for the purpose of award of grades for theoretical subjects

15.2 A student may be debarred from appearing in the End-Semester Examination

a) if any disciplinary action is/has been taken against him/her

b) on the recommendation of a teacher, for having unsatisfactory attendance (less than 75%) in the lecture/tutorial/practical classes during the semester

15.3 The concerned course teachers, after evaluating the answer scripts (mid- and end-semester), shall enter the marks for the same in the MIS before the prescribed date in the Academic Calendar. After entering the marks in MIS for all the components of the course, the concerned course teacher shall submit two copies of letter grades to the Faculty Advisor. Once marks for all the courses have been entered in the online system, The Faculty Advisor will process the results, of all students of the batch he is assigned, through online and submit two copies of the processed results to the HoD. The HoD will present these processed results of all the PG programmes of his/her department in the PGPEC meeting for discussion and publication of the same.

15.4 Mid-and End-semester examination answer scripts and the sheet containing details of marks converted to grades, shall be preserved by the teachers concerned for a period notified by the Senate.

15.5 **Change in grade**: if a student feels that he/she has not been awarded a deserving grade in a course, he/she may request the concerned teacher of the course within two week from the commencement of the next semester, to show him/her the end semester answer script. In case of any change in grade, the same with due justification shall be communicated by the concerned teacher through the HoD to the Dean (Academic) for necessary rectification/up-gradation.

15.6 A student will be required to discontinue his/her studies, if he/she obtains:–

(i) SGPA lowers than 5.0 after first (Autumn) Semester.

(ii) Grade "F" in more than two subject.

(iii) CGPA lowers than 5.0 after second (Spring) Semester even after taking into consideration of result of Supplementary examination.

(iv) Grade "F" in more than one subject after (Spring Semester) even after taking into consideration of result of Supplementary examination.

16. Make-Up Exam/ Supplementary Exam

16.1 Student who may have missed an End-Semester/ Supplementary Examination on valid reasons and have been awarded "I" grade are eligible for a Make-Up Examination. They should make an application to the Dean (Academic) through the Concerned Teacher/HoD within seven days from the date of examination explaining the reasons for their absence.

16.2 No makeup examination will be scheduled for the Mid-Semester Examination and quizzes. It is entirely up to the teacher concerned to ascertain the proficiency of the student by any means considered appropriate by him/her.

16.3 Official permission to take a make-up examination will be given only under exceptional circumstances such as admission to hospital due to illness and a calamity in the family at the time of examination. Student residing in the hostels should produce a medical certificate issued by the Institute medical officer only. Students who are permitted to stay outside the campus or who have been authorized to be away from the Institute should produce a medical certificate from a medical officer not below the rank of a Assistant Civil surgeon and endorsed by the Institute medical officer. Certificates from private medical practitioners will not be accepted. The Dean (Academic) may use his/her discretion in giving permission to a student to take a make-up examination.

16.4 Student who is awarded "X" grade by the teachers may also be permitted for supplementary examination. Such permission may be given by Dean (Academic) on valid reasons.

16.5 Make up /Supplementary examination will be held on dates notified in the academic calendar. Make up/Supplementary examination at any other time can be held only with the approval of the senate.

16.6 In supplementary examination, the student will be given one grade lower than the actual performance grade except when Grade 'P' or 'F' is obtained which will remain unchanged. The student will apply in a prescribed form with necessary fee to appear in the supplementary examination.

16.7 Students with 'F' grade(s) in a subject(s) also have an option to re-register for that/those subject(s) in the following Autumn or Spring Semester in which it/they is/are offered. In such a case, they will be entitled to full credit according to his/her performance at the examination.

16.8 A student who has failed in the Seminar shall be required to present himself/herself again within a period of two months for the viva voce on a date fixed by the HoD in consultation with the supervisor. The student will be entitled for award of one grade lower than the actual performance in such cases. In case, the student fails to clear comprehensive exam even in his/her 2nd attempt, his/her admission will be terminated.

17. Summer Term Course

17.1 A summer term course may be offered by a department on the recommendation of DPGC and with the approval of the Dean (Academic). A student shall be allowed to register for a maximum of two courses during a summer term.

17.2 Summer term courses will be announced by the Office of Dean (Academic) after declaration of even semester result. A student will have to register for summer term courses by paying the prescribed fees within the stipulated time as notified.

17.3 Total number of contact hours in any summer term course will be the same as in the regular semester course. The assessment procedure will also be similar to the procedure for a regular semester course.

18. Withholding of Grades

Grades shall be withheld when the student has not paid his/her dues or when there is a disciplinary action pending against him/her.

19. Graduation Requirements

19.1 A student shall be declared eligible for the award of M.Tech./M.Sc./MCA degree if he/she has

a) Completed all the credit requirements for the degree with grade P or higher grade in each of the subjects (theoretical, laboratory, workshop, sessional etc), seminar, project etc;

b) Obtained CGPA of 6.0 or more at the end of semester in which he/she completes all the requirements for the degree.

c) No dues to the Institute, department, hostel, library.

d) No disciplinary action is pending against him/her.

19.2 The award of M.Tech./M.Sc./MCA degree must be approved by the Senate.

20. Temporary Withdrawal from the Institute

20.1 A student who has been admitted to a Masters' programme of the Institute may be permitted to withdraw temporarily from the Institute 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 Institute within 6 weeks of the commencement of the semester or from the date he last attended his/her classes whichever is later, stating reasons for such withdrawal together with supporting documents and endorsement of his/her guardian.

b) The Institute is satisfied that, counting the period of withdrawal, the student is likely to complete his/her requirements of the Master's Degree within the time limits specified in Clause 2.

c) There are no outstanding dues or demands to the Institute/ Hostel/ Department/ Library.

d) In the case of M. Tech. Student, assistantship shall be suspended.

20.2 A student if granted temporary withdrawal from the Institute under the provisions of Clause 20.1 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.

20.3 Normally, only one such temporary withdrawal will be permitted during his/her tenure as a student of the postgraduate programme.

20.4 Temporary withdrawal will be approved by the senate.

21. Termination from a Programme

A student may be terminated from a Masters' programme on the following grounds:

a) Unsatisfactory Academic Performance: As per Clause 15.6 (a)

If a student secures a SGPA lower than 6.0 in any semester, then he/she will be put on academic probation. If the student's academic performance does not improve in the following semester. i.e., obtains SGPA lower than 6.0 and/or CGPA less than 6.0 then he/she will have terminated from the post graduate programme. However, if the student shows improvement academically and secures SGPA greater than 6.0 but the CGPA is less than 6.0 then the matter will be referred to senate for consideration. In such cases the decision of the Senate is final and binding.

b) Leave without Sanction: If a student is absent for more than 3(three) weeks in a semester without sanctioned leave his/her name will be struck off from the rolls.

c) Indiscipline: A student may also be terminated from Master's Programme on disciplinary grounds.

d) Falsification of documents and declaration: On having been found to have produced false documents or having made false declaration at the time of admission.

e) On having been found to be pursuing regular studies and/or correspondence courses (leading to degree or diploma) in any other college, university or an educational institution.

f) On having been found to be concurrently employed and performing duty or carrying out business in contravention to academic schedules of the Institute and without approval from the Institute.

22. Assistantships, Medals and Prizes

The Institute shall award Postgraduate Assistantships, Medals and Prizes in

accordance with the provisions laid down in the rules at **Appendix- IV**.

23. Relaxation

The Senate may, under exceptional circumstances, consider any case of a student having a minor deficiency in respect of any of the requirements stated in these ordinances and relax the relevant provision(s) of these ordinances based on the merit of the case. The grounds on which such relaxation is granted shall invariably be recorded and cannot be cited as precedence.

24. Conduct and Discipline

Students shall conduct themselves within and outside the precincts of the Institute in a manner befitting the students of an Institute of National Importance. Detailed rules and ordinances regarding discipline are given below:

24.1 Students shall show due respect to the teachers of the Institute, wardens of the Hostel and supporting staff of the Institute. Proper courtesy and consideration should be extended to the employees of the Institute and of the Hostel. They shall also pay due attention and courtesy to visitors.

24.2 Students are required to develop camaraderie with fellow students. In particular, they are expected to show kindness and consideration to new students admitted to the Institute every year. Law bans ragging in any form. Acts of ragging will be considered as gross indiscipline and will be severely dealt with.

24.3 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 behavior within or outside the campus

(iii) Wilful damage or burglary of any property/belongings of the Institute/Hostel or of fellow students

(iv) Possession, consumption or distribution of alcoholic drinks, tobacco products and/or any kind of hallucinogenic drug

(v) Adoption of unfair means in the examinations

(vi) Mutilation or unauthorized possession of library books

(vii) Noisy, unseemly and unruly behavior, disturbing studies of fellow-students.

Commensurate with the gravity of the offence, the punishment may be reprimand, fine, expulsion from the Hostel, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.

24.4 For an offence committed in (a) the Hostel, (b) the Department or in a classroom, and (c) elsewhere, the Warden, the HoD and the Dean (SW), respectively, shall have the authority to reprimand or take suitable disciplinary action/measures.

24.5 All cases involving punishment other than reprimand shall be reported to the Chairman of the Standing Institute Conduct and Disciplinary Committee **(SICDC),**

(a) 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 SICDC, appointed by the Senate.

The SICDC consists of the following ex-officio and other members

(i) Dean Students' Welfare	Chairman
(ii) Chief Warden	Member
(iii) Warden of concerned Hostel(s)	Member
(iv) HOD of the concerned Department	Member
(v) PG Student Council	Member
(vi) Two Senator (Nominated by the senate for a term of 2 years)	Member
(vii) Deputy Registrar (Academic)	Member Secretary

24.6 Cases of adoption of unfair means in an examination shall be dealt by the Unfair Means Committee comprising of the following members:

(i) Associate Dean (Academic)	Chairman
(ii) Concerned Faculty	Member
(iii) Invigilator reporting the case	Member
(iv) HOD of the concerned Department	Member
(v) Director's Nominee-I	Member
(vi) Director's Nominee-II	Member
(viii) Deputy Registrar (Academic)	Member Secretary

Recommendations of the committee, which include the suggested quantum of punishment in cases of proven guilt, will be submitted for the approval of Chairman, Senate

24.7 (i) The Dean (Academic) on the recommendation of the Head of the Department may debar a student from appearing in an examination on any of the following grounds:

(a) Attendance in the lecture/tutorial/practical/workshop/design/field visit/ project and seminar classes during the semester has been unsatisfactory.

(b) Performance in the laboratory/workshop/design etc., and work done during the semester/project has been unsatisfactory.

(c) Conduct in the classes or in the Department has been unsatisfactory or the student has attempted to adopt unfair means in the examination.

(ii) A student may also be debarred from appearing in an examination if there is a written report from the Warden of the Hostel to the effect that the student:

(a) has not cleared the outstanding dues in the Hostel.

(b) has been involved in an act of misconduct or indiscipline and awarded punishment.

(c) has been involved in any such activity, which is/amounts to detrimental towards reputation and interests of the Department/Institute.

25. Amendments

Not with standing anything contained in the ordinance, the Senate of NIT Jamshedpur reserves the right to modify/amend without notice, the Curricula, Procedure, Requirements, Examinations, Admissions and Rules pertaining to its Masters' Programmes.

APPENDIX-I

राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
(An Institution of National Importance under MHRD, Government of India)

Institute Post Graduate Committee (IPGC)

Composition:	
A Professor nominated by the senate	Chairperson
Post Graduate Faculty Advisors of the Department	Members
Two Post Graduate Students nominated by the Senate	Members
Associate Dean (Academic)	Convenor

APPENDIX - II

Departmental Academic Committee Post Graduate (DPGC)

Department:		
Composition:		
(i)	Head of Department (ex-officio)	Chairperson
(ii)	HOD nominee (Faculty member of the department)	Member
(iii)	HOD nominee (One Faculty member from other departments)	Member
(iv)	One PG student of the Department	Member
(v)	Faculty member of the department	Convenor

Convenor of the DPGC will be appointed by the HoD in consultation with the faculty members of the department.

Tenure: Two years for faculty members and one year for student member.

APPENDIX – III

राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
(An Institution of National Importance under MHRD, Government of India)

Post Graduate Programme Evaluation Committee (PGPEC)

Composition:		
(i)	Dean Academic (ex-officio)	Chairperson
(ii)	All HODs	Member
(iii)	Convenor DPGC of all departments	Member
(iv)	Associate Dean (Academic)	Convenor

APPENDIX-IV

राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

(An Institution of National Importance under MHRD, Government of India)

TERMS AND CONDITIONS FOR AWARD OF INSTITUTE POSTGRADUATE ASSISTANTSHIP, INSTITUTE MEDALS, PRIZES AND ENDOWMENTS

I. Institute Postgraduate Assistantship

1. Students admitted to any of the M. Tech. courses under section 3.1 of this Ordinance shall be entitled to Institute Postgraduate Assistantship/stipend. The first instalment of assistantship shall be released only after scrutiny of necessary documents supporting the student's eligibility for assistantship. The students will have to submit all documents latest by the time of registration for the second semester.
2. The monthly value of the Assistantship/ Scholarship shall be as approved by the Board of Governors from time to time with the prior sanction of the Government of India.
3. The Assistantship shall be tenable for a maximum period of 24 months subject to the provisions appearing hereinafter.
   (i) The award of assistantship shall be made, in the first instance, for 12 months of the session (July to June) and will remain valid provided the student maintains the requirement of attendance, conduct, discipline, CGPA etc.
   (ii) The assistantship to a student shall be released only after his/her admission has been confirmed by the verification of all necessary testimonials and he/she has been reported medically fit by Institute's Doctor or by a Doctor recognized by the medical council.
   (iii) Notwithstanding the provisions of the foregoing subparagraphs, the assistantship for the first month shall be payable on pro-rata basis depending on the date of joining of a student.
   (iv) The last monthly instalment of assistantship for the 24th month shall be payable in full irrespective of the date of final viva-voce of the Project Semester, provided the student does not join any paid employment or any other assistantship before the last day of the month.
   (v) In the case of a student who discontinues studies before completing the program, the assistantship shall be payable up to the date the student attends the classes or works in the Department.
4. A student who was permitted, after having successfully completed the course work barring the thesis/project work, to leave the Institute for purpose of joining services may be re-awarded the assistantship for the remaining part of the tenure of 24 months; provided that-

(i) the student submits on re-joining, an application for the resumption of assistantship enclosing a certificate of 'No Objection' from the employer. The student shall not draw any salary from the employer during continuance of the assistantship;

(ii) such application shall be granted at the discretion of the Institute on the basis of merit of the case.

5. In the event of a student being absent from the Department without obtaining prior permission/sanction and/or if the period of absence exceeds the limit of admissible leave as prescribed by clause 9.2.9 of the rules, deductions may be made from the student's monthly instalment of assistantship proportionately.

6. A student shall be required to abide by all instructions issued by the Institute from time to time concerning award/payment of assistantship. In the event the student is reported to be caught/proved adopting unfair means in the examination, laboratory tests etc., the disciplinary committee will have the option to decide stopping assistantship and any other contingency amount for such duration, as it may deem fit and approved by the Chairman, Senate.

7. No student shall be permitted to enjoy more than one assistantship or remuneration from any other source during the same period. In the event of an awardee becoming eligible for another scholarship from the Institute or any other source, the student will have the option to retain any of the awards according to the choice. In such a case the student will communicate the choice in writing to the Dean (Academic)

8. A student who has been admitted to the program as a sponsored candidate/self-financing candidate may also apply for, and be awarded at the discretion of the Dean (Academic), Institute Postgraduate assistantship subject to the condition that there is a vacancy in sanctioned strength of the Department and the student-

(i) Possesses B.Tech. or equivalent degree, or GATE qualified and has a valid GATE score percentile not below the cut-off point of admission of regular students in the session for the Department/Centre concerned

(ii) Produces a 'No Objection Certificate' from the employer (for sponsored candidates),

Other guidelines for granting assistantship to candidates admitted without assistantship are as given below

9. Guidelines for Granting Assistantship to Candidates Admitted without Assistantship

Certain percentage of the candidates in M. Tech. Programme may be admitted 'without assistantship'. Subsequent to their joining the programme, these candidates may be able to seek assistantship under certain conditions. Department below means Department/Centre- as the case may be. Assistantship under this category is awarded as per provisions below:

(i) Vacancy arises on account of **regular candidate** with assistantship does not join the programme, or after joining the programme discontinues the programme, or asked to leave the programme, or takes withdrawal.

(ii) An assistantship becoming available in a particular department is awarded to a claimant from that department only.

(iii) Irrespective of the GATE paper or specialization the claimants with the highest GATE percentile will be awarded the assistantship.

(iv) Before joining the programme if a candidate with assistantship takes withdrawal, the Chairman P.G. Admission Committee will issue assistantship to the most eligible candidate(s) who was offered admission without assistantship in that department.

(v) The Chairman PG Admissions Committee will make available for each department the "eligible serial order' of the candidates without assistantship at the beginning of the programme.

(vi) The student will apply with the recommendation of the HoD to the Dean (Academic) for the award of the assistantship.

(vii) The Dean (Academic) will approve and grant assistantship on fulfilment of other terms and conditions as laid down in the ordinances of the Institute.

(viii) The date of approval by the Dean (Academic) will be the effective date for the award of assistantship.

II. Institute Gold Medals, Silver Medal

10. A student who fulfils the following general conditions shall be eligible for award of (a) Medals and (b) Endowment Prizes as mentioned in paragraph 11 below in order to be eligible for the award of Medals/Prizes-

(i) he/she must have obtained a CGPA of 9.00 or higher at the end of the Semester for which the award is meant,

(ii) he/she must have completed the four semesters of the program consecutively and uninterrupted,

(iii) he/she must not have failed in any subject (theory, laboratory, comprehensive viva-voce or Seminar) at any stage of the postgraduate program,

(iv) no disciplinary action should have been taken against the student during the course of the postgraduate program.

Note : (i) In the event of there being a tie between two or more students becoming eligible for an award all of them obtaining the same CGPA, their performance at the end of the preceding semester will be taken into consideration. In case the performance in the preceding semester also happens to be the same, the performance in the semester previous to that will be taken into account to break the tie. If the tie cannot be broken thus the eligible students will share the prize/medal.

(ii) On the recommendation of the Postgraduate Programme & Evaluation Committee (PGPEC) the Senate may decide, in view of the exigencies occurring in a year or situations arising what so ever, to award any medal/prize for that year or discontinue award or to consider conferment in any other form it considers appropriate.

11. The following are the Medals and prizes to be awarded by the Institute to the most eligible student:

(a) Institute Gold Medal: A gold medal **(The Director's Gold Medal)** will be awarded to the student who is adjudged to be academically best (securing the highest CGPA at the end of the fourth semester) among the students completing M. Tech.-courses in that year, subject to the condition that all other requirements as mentioned under paragraph 9 were fulfilled.

Institute Silver Medals: One Silver Medal shall be awarded every year to the best outgoing postgraduate student (first in order of merit) of each Department provided that the number of students graduating in the session from the Department/Centre or school concerned is not less than 5 and that all other requirements as mentioned under paragraph 10 were fulfilled

APPENDIX-V

राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
(An Institution of National Importance under MHRD, Government of India)

UNDERTAKING

I, Mr./Ms. ..... a non-teaching staff member holding a permanent post of ..... in the Department ..... at the National Institute of Technology, Jamshedpur, do hereby give the undertaking that I shall abide by the ordinances as may be laid down by the Institute's Senate from time-to-time for undergoing the M. Tech. program. I also undertake hereby that since I shall be on duty while undergoing the program of study I shall ensure that all normal official duties assigned to me are executed without any handicap. I further understand that the permission granted to me for joining the program can be withdrawn at any time if the exigencies of official duties so require or if I cause breach of any of the provisions of the ordinances.

Date :

(Signature of the employee)

MPF-05

राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

(An Institution of National Importance under MHRD, Government of India)

APPLICATION FOR CONVERSION FROM RESIDENTIAL TO NON-RESIDENTIAL/FULLTIME TO PARTTIME PG STUDENT (VALID FOR M. Tech. STUDENTS ONLY)

Name of the Department / Centre: _____

Name of the Student (PG): _____ Registration No._____

Status: _____ Category: Institute / Sponsored / Scheme/Self financed

Name(s) of Supervisor(s): _____

Date of enrolment: _____ Date of First Registration: _____

Course work Completed : Yes/No Total Credits : (a) Assigned- (b) Earned-

Number of weeks/ months needed to submit thesis work :

Publications/patents from the Master work till date :

(Attach copy of patent/paper)

- Number of patents filed along with details _____
- Number of research articles accepted in indexed journals _____

(Engineering/Science and Humanities)

- Number of research articles accepted/published in SCI/SCI extended journals _____
- Number of research articles accepted/published in Scopus index journals _____
- Number of research articles accepted/published in national/international conferences _____

I may kindly be allowed to convert from Full-Time to Part-Time PG student with effect from .....

OR

Work partially at the place of employment viz., ... where research facilities are available under joint supervision of ..... along with supervisor(s).....

..... NIT Jamshedpur.

Date: (Signature of the Student)

राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

(An Institution of National Importance under MHRD, Government of India)

REPORT OF DGPC FOR CONVERSION FROM RESIDENTIAL TO NON-RESIDENT/ FULLTIME TO PARTTIME PG STUDENT (For M. Tech. only)

Department / Centre: _____

Name of the Student: _____ Registration No. _____

Status: _____ Category: Institute / Sponsored / Scheme/Self

Name(s) of Supervisor(s): _____

Date of First Registration: _____

The Department Post Graduate Committee (DPGC) in respect of the student named above met on _____ and considered his application dated _____ for permission to _____

(a) Convert from Residential to Non-residential student and

(b) Submit thesis from outside if work is complete

(c) Work partially at the place of employment viz., _____ where research facilities are available.

The committee examined the progress made by the student in his thesis work and it was noted that he/she has / has not

i) Completed the minimum residential requirement of one year OR, completed a period of _____ months only out of _____ credits assigned.

ii) Completed successfully the course work of _____ credits assigned and passed all examinations including comprehensive, if applicable.

iii) Progress satisfactory in the thesis work.

The committee recommends that as requested for, he/she may be/may not be permitted to-

1. Leave the Institute with effect from _____;
   Since the minimum residential requirement is already fulfilled he/she need not join back the Institute nor will he/she has to maintain frequent contact with the teacher, in person and /or by post so as to complete the work, OR
   In order to satisfy the residential requirement and in the interest of the work assigned he/she is required to join back the Department / Centre by _____
2. Submit the thesis from outside in view of the fact that the most part of the work has already been done and only computational work and writing down the thesis remain which can be done away from the Department
3. Work under the joint supervision of _____ of the organization where he is employed in addition to the guidance of Prof. _____ of the Department.

The joint supervisor proposed has enough experience and capacity to extend research guidance.

4. Any other points / conditions may be mentioned here : _____

Signed members of DPGC

_____ _____ _____ _____

_____ _____ _____ _____

(Supervisor) (HOD)

MPF-07

राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

(An Institution of National Importance under MHRD, Government of India)

PRE-SUBMISSION SEMINAR REPORT

Name of the Student:..... Reg No.:.....

Department:.....

Total Credits: (a) Attempted (b) Earned Through Course Work © Others

Thesis Title : .....

.....

Date of Delivery of Seminar : .....

Name(s) of Thesis Supervisor(s) : .....

Comments : .....

.....

.....

Certified that the candidate has earned the requisite credits and has successfully delivered the pre-submission Seminar required for submission of the Thesis. Further, the student has following publications from thesis work:

(a) Int. Journal(s) - Communicated- **(b) National Journals-** **(c) Conferences-**
(d) Int. Journal(s)- **(e) National Journals-**

Supervisor(s) **Internal DPGC Member(s)** **External SRC Member**

Forwarded by: **Faculty advisor (M. Tech.)/ Convenor, DPGC**

Recommended by: Chairperson, DPGC: **Chairman DPGC.**

.....

For Office use only

A.R./D.R. (Academic) **Associate Dean** **Dean (Academic)**

MPF-08

राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

(An Institution of National Importance under MHRD, Government of India)

I declare that the work presented in this thesis entitled "..... submitted to the ..... Department of ....., National Institute of Technology Jamshedpur, Jamshedpur (India)- 831014 for the award of **Master of Technology/ Computer Applications/Science** Degree in ...., is my original work. I neither have plagiarized any part of the thesis nor submitted the same work for the award of any other Degree anywhere.

In case this undertaking is found incorrect, The Degree shall be withdrawn unconditionally.

(Signature of the Student)

Date: .....

राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

(An Institution of National Importance under MHRD, Government of India)

CONSTITUTION OF MASTER THESIS EXAMINER ORAL BOARD

Name of Student:..... Reg No:.....
Department:.....
Thesis Title (in capitals):.....
.....
.....

Sl. No.	Name of the Examiners	Department
1.		
2.		
3.		
4.		
5.		

Proposed by: **Thesis Supervisor(s)**

Forwarded by: **Faculty advisor (M. Tech./MCA/M. Sc.)**
Recommended by Head of Department

Recommended by: **Dean (Academic)**
Date:

Approved by: **Chairman Senate**
Date:

MPF-10

राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

(An Institution of National Importance under MHRD, Government of India)

REPORT OF M. Tech./M. Sc./MCA THESIS EXAMINER ORAL BOARD

Name of Student:..... Reg No:.....

Department:.....

Date of First Registration:..... Thesis Title (in capitals):.....

.....

.....

Date of Oral of Examination:..... Thesis Supervisor(s):.....

.....

Report of the Oral Board

Comments:.....

.....

(Use separate sheet if required)

The Candidates has PASSED/FAILED

Oral Examination Committee

Sl. No.	Name of the Examiners	Department/Institute	Signature
1.			
2.			
3.			
4.			
5.			

Supervisor(s) **Faculty advisor of the programme** **Head of the Department**

.....

For office use:

Total Credits: (a) Attempted (b) Earned Through Course Work (c) Earned Through Others

Recommend by : **Head of the Department** **Dean (Academic)**

Approved by : **(Chairman Senate)**

Annexure- VI

राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

(An Institution of National Importance under MHRD, Government of India)

(Guidelines for Thesis submission)

- Five copies of the Thesis (Hard) should be submitted for thesis evaluation along with softcopy (Non-writable Non-editable).
- The thesis should be in the specified format as given below;
  - ✓ The front and back cover of the thesis should be in Maroon Colour
  - ✓ The thesis should be typed in one-and-half spacing using Times New Roman theme font with 12 font size.
  - ✓ Chapter heading: Bold, Caps and of 14 font size.
  - ✓ Main heading (Section): Bold, Title case and of 12 font size.
  - ✓ Sub-section: Bold, Italic and of 12 font size.
  - ✓ Thesis should be printed back to back (both side) but new chapter should start from a new front page.
  - ✓ The sequence should be: Inner cover page, candidates' declaration and Certificate of the supervisor(s), Abstract (not more than two (02) pages), Acknowledgment (not more than 1 pages), Table of contents, list of tables, list of Figures, nomenclature followed by Chapters, References, Appendix, Publications and Copy write declaration/certificate.
- There should not be page number on starting/first page of Chapter/abstract/ acknowledgment, Table of contents, nomenclature, etc. The page number before Chapters should be in roman numbers.
- Requisite number of hard copies:3 or 4: 1. Institute Library, 2. Departmental Library, 3. Supervisor(s)) incorporating all the corrections suggested by the thesis examiners is to be deposited in the respective offices/departments.
- CD: containing the final corrected copy of the thesis in PDF format for uploading in public domain is to be submitted in the Library/Dean Office.