

Regulations *of* Post Graduate Programmes

Academic Year 2025-26 onwards



Approved by the Board of Governors in its meeting held on 13th December
2024 under Resolution number BOG/MIN/67/2024/09

राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
जमशेदपुर, भारत

NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
JAMSHEDPUR, INDIA

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PREAMBLE

National Institute of Technology Jamshedpur offers postgraduate programmes through its various Departments. The vision is to enhance the knowledge and educate the students in science, technology and other areas that will wisely serve the professional community, society and the nation.

NIT Jamshedpur seeks to provide a stimulating and supportive environment for postgraduate students to pursue advanced studies and research; also, it aims to foster intellectual curiosity, creativity, and critical thinking among postgraduate students.

Therefore, the institute hereby establishes this Postgraduate Regulations to govern the conduct of postgraduate programs, including admission, coursework, research, thesis requirements, and examination procedures, to ensure the highest standards of academic quality and excellence.

To that end, the rules and regulations framed have taken care of philosophy of higher performance ethics in pedagogy work at the Institute. Nevertheless, these regulations, duly approved by the Board of Governors in its 67th meeting held on 13th December 2024 vide BOG/MIN/67/2024/09, shall supersede all the prior sets of regulations/ordinances/manuals for the postgraduate programme of the Institute and shall be obligatory on all postgraduate students.

In light of the periodic amendments in regulations, appropriate care shall be taken to avoid any unfair circumstances inadvertently created for the students admitted in earlier years.

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REGULATIONS FOR POST GRADUATE PROGRAMME

1. INTRODUCTION

The postgraduate programme at the National Institute of Technology Jamshedpur aims to develop high-quality scientific, technological, engineering, and educational resources to meet the needs of the country, industry, R&D organizations, and educational institutions. The programme focuses on providing students with a broad understanding of fundamental principles and scientific methods, a deep understanding of their area of specialization, and the ability to innovate and solve new problems. Additionally, it aims to cultivate a capacity for continuous learning and skill enhancement, as well as the ability to interact with professionals and scientists across various disciplines. Above all, the programme emphasizes the importance of courage and integrity in conducting free and objective inquiry, as well as awareness and sensitivity to the needs and aspirations of society. To achieve these goals, the postgraduate programmes include a range of courses, seminars, and project/thesis work to help students develop their concepts and intellectual skills.

The Master's courses offered by the Institute will be governed by these regulations and will come into effect immediately. These regulations will apply to all specializations leading to the degrees of Master of Technology (M. Tech), Master of Science (M. Sc), Master of Design (M. Des.) and Master of Computer Applications (MCA). At present, the master's degrees offered in various departments are listed below.: -

I. M. Tech.

1. Chemistry
2. Civil Engineering
3. Computer Science and Engineering
4. Electrical Engineering.
5. Electronics and Communication Engineering.
6. Mechanical Engineering
7. Metallurgical and Materials Engineering
8. Production and Industrial Engineering

II. M. Sc.

1. Chemistry
2. Mathematics
3. Physics

III. MCA

1. Computer Science and Engineering

IV. M. Des.

1. Design and Innovation Centre

Further, this regulations shall also apply to new disciplines or specializations introduced for the Masters' program with the approval of the Senate subsequently by BOG (Board of Governors) in the future.

All postgraduate programs offered by the Institute will be overseen by the Institute Post Graduate Committee (IPGC). The IPGC will be supported by two sub-committees: the Departmental Postgraduate Committee (DPGC) for each department, and the Post Graduate Program Evaluation Committee (PGPEC). The constitutions of the DPGC and PGPEC can be found in APPENDIX-II and -III, respectively. The functions of these committees are as follows:

Functions of IPGC:

1. Oversee the conduct of all Post Graduate Courses of the Institute.
2. Issue guidelines related to PG programs of the Institute.
3. Receive recommendations/proposals from the DPGC and PGPEC and forward them to the Senate for consideration and approval.
4. Consider proposals for new courses from the department and make recommendations to the Senate for approval, once BOS (Board of Studies) is completed by corresponding department.
5. Resolve any other issues related to PG programs as they may arise.

Functions of DPGC:

1. Oversee the conduct of all postgraduate courses of the Department.
2. Ensure academic standards and excellence of courses offered by the Department as per the recommendation of BOS.
3. Discuss and recommend the syllabi of all the Post Graduate Courses offered by the department before forwarding them to the IPGC.
4. Consider and recommend any other matters concerning the Post Graduate Programs of the Department.
5. Address any other matters brought to the attention by the competent authority.

Functions of PGPEC:

1. Issue guidelines to various departments to maintain uniformity in the evaluation pattern of courses/projects.
2. Consider and recommend the assessment procedures to be adopted by various departments.

3. Process semester results of the Post Graduate Program and recommend them to the Senate Chairperson for approval.
4. Address any other matters brought to the attention by the competent authority.

2. ACADEMIC CALENDAR AND DURATION OF PROGRAMME

An academic session/year is divided into two semesters i.e. Autumn, and Spring Semester, of approximately 16-18 weeks each. Typically, Autumn semester commences in July and Spring semester commences in January. Minimum duration of M. Tech., M. Des. and M. Sc. programmes shall be of two years and that of MCA shall be of 2 or 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 in the annual Academic Calendar duly approved by the senate.

3. ADMISSION

- 3.1 Admission to the post graduate programme will be made in the autumn semester of each academic year based on performance in Graduate Aptitude Test in Engineering (**GATE**) for **M. Tech.** courses, Common Entrance Exam for Design (**CEED**) for **M. Des.** in Design, Joint Admission Test (**JAM**), for **M.Sc** programmes, NIT MCA common entrance test (**NIMCET**) examination for **MCA**. Admission for M. Tech. and M.Sc. will be made through Centralized Counselling (CCMT/CCMN) only. GATE and JAM score certificates can be used only once for admission to M. Tech. and M. Sc. programmes, respectively.
- 3.2 Admission to the vacant seats after central counselling process for various post graduate programme may be made in the autumn semester of each academic year based on performance in Institute Admission Test (IAT) conducted by the institute with the prior approval of the Chairperson, senate. These students are not entitled to receive any stipend from the institute.
- 3.3 Students shall have to submit a copy of their Mark Sheet/Grade Card/Provisional Certificate/ Qualifying Degree Certificate/ Migration certificate as evidence of passing the qualifying examination (see Section 4, 5 and 6) within three months from the date of registration.
- 3.4 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.
- 3.5 The Senate may appoint a committee to examine any specific case or review rules regarding admissions from time-to-time.

- 3.6 Admissions will be made in accordance with the instructions received from Ministry of Education (MoE), 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.
- 3.7 Eligibility criteria for admission of students to various programmes under different categories shall be as in Sections 4, 5 and 6.
- 3.8 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 deem fit to be.
- 3.9 For admission to other PG programme which Institute may offer in future, the respective competitive entrance test will be taken into consideration.

4. ELIGIBILITY CRITERIA FOR ADMISSION TO M. TECH./M.Des. PROGRAMME

4.1 Students with Assistantship

- a. Graduate Aptitude Test in Engineering (GATE)/Common Entrance Exam for Design (CEED).
- b. The admission will be made in accordance with Section 3.
- c. Details regarding assistantship are given in **Appendix-IV**

4.2 Self –financing Students

Vacant seats may be filled under self-financing category while observing the guidelines mentioned under Section 3.

4.3 Sponsored Students

Candidates who are employed in recognized Organization/Institutions shall be eligible for admission as ‘sponsored candidates’ against available vacant seats to any of the PG 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 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 State Government.

- 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. Various schemes 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 for a written test and/or interview conducted by a selection committee to be appointed by the concerned Head of Department (HoD) duly approved by Dean (Academics). The provisions of this subsection, however, shall not be applicable to the candidates selected for admission under sponsorship of the central/state government organizations/PSU.

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

- (a) Produce No-objection Certificate (NOC) in a prescribed format.
- (b) Submit evidence of having passed the qualifying examination with the required percentage of Marks or Grade and such other documents as the Institute may require.

4.4 FOREIGN NATIONALS

Eligible foreign nationals/non-resident Indians/Overseas Citizenship of India 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/Overseas Citizenship of India 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 PG courses offered by the Institute, with GOI assistantship/fellowship, shall be required to qualify GATE/CEED. However self-financing foreign nationals/NRI/OCI students need not require qualifying GATE/CEED.

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 PG programme (without assistantship) subject to (i) prior permission obtained from the competent authority and (ii) fulfilment of the minimum prescribed qualifications and experience. They will, however, must appear for an interview. The conditions governing such permission are as given below:

- 4.5.1 Staff members may be permitted to join any PG 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 PG 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 for Part-time PG regulations Programme relating to the course work, project work/thesis under the supervision of a faculty member of the Institute, etc., shall be applicable to such candidates.
- 4.5.4 Staff members enrolled for PG degree shall be required to pay full tuition fee same as sponsored candidate and as applicable from time to time.
- 4.5.5 The other guidelines for granting permission to staff members to enroll in the PG program shall be as follows:
- (i) The applicant must hold a permanent (substantive) post in the Institute with a standing of at least two years of service.
 - (ii) The application for administrative permission to join the PG 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 for 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 considering whether the proposal for joining the program for which permission is sought is genuine. After permission is granted, the staff members will apply for admission together with the prescribed tuition 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 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 POST GRADUATE (PTPG) STUDENTS

- 4.6.1 Institute also offers Part-time Post Graduate programme towards M. Tech. degree for employed/self-employed graduates who reside nearby from NIT Jamshedpur. The eligibility criteria for admission to part-time programme shall be the same as that for sponsored students.

Part-time students are not eligible for assistantships. 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. The maximum period shall be five years. Other Regulations applicable to regular students, except residential requirements, shall also be applicable to part-time students.

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/honors 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 in any engineering discipline with 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 in any engineering discipline with 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 in any engineering discipline with 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 person, who is in gainful employment as 'Sponsored Students' to any of the courses as per clause 4.3.

5.3 Permanent staff members of the Institute: Conditions for admission shall be as 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.
- c) A bachelor's degree in any engineering discipline with 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.

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

7. RESIDENCE

The Institute is fully 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 regulations, 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).

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

7.3 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).

- 7.4 No student shall occupy or vacate a room in any Hostel/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.
- 7.5 Students will be responsible for proper care of furniture, fan, and other features in their rooms and shall generally assist the Warden in ensuring proper use and care of those provided in the Common Hall.
- 7.6 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.
- 7.7 All students must abide by the rules of the Hostel/HoR as may be framed from time to time.
- 7.8 Students are prohibited to (i) use and/ or possess electrical appliances like heaters, ovens, induction stoves, etc. (ii) cook within the premises of Hostel/HoR (iii) engage personal attendants and (iv) keep pets (v) use motorized vehicles.
- 7.9 A student who has been permitted, under the provisions of paragraph 21.1 and 21.2 of the regulations, 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

- 8.1 All Masters' students must register for the required credits at the commencement of a semester as notified in the academic calendar.
- 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 does not register on the day announced for the purpose may be permitted to register late in consideration of compelling reasons, but only within the next five working days on payment of a prevalent additional late fee as prescribed by the Institute. Normally, no late registration shall be permitted after the scheduled date except in special cases with the permission of Chairperson, Senate.
- 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.
- 8.5 The number of credits registered during a semester 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) **Core course**, may pass 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 course**, may pass the paper in the Supplementary/Summer term examination or, alternatively, register for any other elective course categorized in the same group in the subsequent semester.
 - (c) **Open course**, may pass the paper in the Supplementary/Summer term examination or, alternatively, must re-register the subject (as a backlog paper) the next time when it is offered.
 - (d) **Laboratory/Practical course**, there will be no supplementary examination and the student must re-register for the same in the next time when it is offered.
- 8.8 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.
- 8.9 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 from the Director through the Dean (Academic). For PG 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, must complete the thesis/project and submit the same and appear at the final viva-voce within 5 years (excluding the semester leave period) from the date of admission.
- 8.10 Sponsored students and those who opt for temporary withdrawal 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.
 - d) 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. However, the student may be allowed to continue considering the

break as a temporary withdrawal if he/she discontinues their studies due to compelling reasons with approval from the Chairperson, senate.

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.

8.13 Students must register for zero credits (audit) in summer/winter vacation, if required to stay in campus with permission from the competent authority.

9. ENTRY AND EXIT OPTIONS

For the students who want to opt for multiple entry/exit option for the Programme, the rules are as follows:

9.1 Students may be allowed to re-enter the Programme within three (3) years from the date of leaving the Institution.

9.2 As per NEP 2020, multiple exit stages with some kind of authorized exit certificates may be introduced by the senate.

a. Any Postgraduate student want to quit the programme after 1st year by earning minimum 40 credits will be awarded a certificate.

b. Any Postgraduate student of MCA program quits the programme after successful completion of 2nd years will be awarded a Post Graduate Advanced Diploma in Computer Application degree.

9.3 Academic Bank of Credits (ABC):

Students belonging to eligible Higher Educational Institutions (HEIs) can avail the facility of ABC Credits obtained by undertaking courses in HEIs during or after the Academic Year 2024-25 alone are eligible for credit transfer, credit accrual and credit redemption through ABC. Students shall be required to earn at least 50% of the credits from the parent Institution that she/he is enrolled for a programme.

9.4 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 a minimum of 2 semesters and a maximum 8 semesters from the date of registration of thesis work.

10. ATTENDANCE AND LEAVE RULES

10.1 Attendance

Following are the rules relating to attendance requirements:

10.1.1 Every student is expected to have 100% attendance in each course (lectures, tutorials, laboratories, workshops, EAA including its related camps and other publicized

activities etc.) in which he/she has registered at the beginning of the semester. However, condonation for shortage of attendance up to 25% (i.e., not lower than 75% aggregate attendance in any course) may be granted by the Head of the concerned Department.

10.1.2 In any case the minimum attendance in order to make student eligible to appear in end semester examination should not fall below 75%.

10.1.3 In certain cases due to compelling reason like serious illness of his/her, or natural calamity or death case in the family or family calamity, any unforeseen reason, attendance may be relaxed up to 65% with permission of the Director upon the due recommendations from the head of the department processed through the Dean-Academic. However, giving permission for such cases should be on case to case basis, thoroughly reviewed by a committee constituted for it. The committee will be constituted by the Dean-Academic with the approval from the Director.

Committee composition:

- Dean Academics – Chairperson
- Dean Student Welfare
- Concerned HoD
- Medical Officer of the Institute health Centre
- Subject Coordinator
- Associate Dean (Academic) - Convener

After approval from the Director, all such cases are to be reported to the senate. If student's attendance fall below 65% attendance, such students are not permitted to appear end exam and they have to reregister all such courses as backlog subjects.

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

10.1.5 Students not having the mandatory requirement of minimum 75% attendance in any course, shall not be permitted to appear for the end semester examination in that course, and is awarded "F" Grade in that course. Such student has to register for the course in which he/she has shortage of attendance, as and when the course is offered next.

10.1.6 If the period of absence is for a short duration (of not more than one week), leave application should be submitted to the concerned Head of the Department, stating fully the reasons for the leave requested, along with the supporting document(s). The Head of the Department shall grant such leave. During such a leave period, the student will be marked as absent. Even with this leave applied, the student must satisfy at least 75% attendance requirement to appear for the end semester examination.

10.1.7 If the period of absence exceeds one week, a prior application for grant of leave should be submitted through the Head of the Department to the Dean-Academic with supporting documents. The decision to grant such leave shall be taken by the Dean-Academic, after considering the recommendation of the Head of the Department, if the aggregate attendance is at least 75%.

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

- 10.1.9 A student representing the Institute in approved extracurricular activities such as Sports, Games, Cultural meets Seminars, Workshops, Conferences and Interviews arranged through, NCC/ NSS Camps or Training & Placement activities shall be considered as on-duty, subject to a maximum of five working days in a semester. Prior permission from the concerned Head of the Department/Dean (SW)/ PI (TAP) is required for availing on-duty permission. The period of absence, in such cases, will be counted as 'present' for the computation of percentage of attendance at the end of semester.
- 10.1.10 It will be the responsibility of the student to get his absence from classes condoned by the appropriate authority.
- 10.1.11 A student must intimate his/her absence to the Warden of the hostel in which he/she is residing before availing himself/herself of any leave. Failing to do so will be construed as breach of discipline and will be dealt with as per provisions.

10.2 Leave of Absence

- 10.2.1 If the period of leave is for a short duration (less than two weeks) after completion of requisite coursework, 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 duly forwarded supervisor.
- 10.2.2 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 is presented.
- 10.2.3 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.
- 10.2.4 Considering all the leave Clauses 10.2.1 to 10.2.3 the attendance should not be less than 75%.
- 10.2.5 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 HoD.
- 10.2.6 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.
- 10.2.7 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.
- 10.2.8 In exceptional circumstances, the Dean (Academic) in consultation with the Chairperson, Senate may relax attendance requirement on the recommendations of IPGC.

10.2.9 While complying with the clauses 10.2.1 through 10.2.5, Masters' Students with assistance-ship shall also be entitled to the following types of leave during an academic year.

Sl. No.	Nature of Leave	Maximum Number of Days per year
a.	General Leave*	30 days
b.	Special Leave (academic work related to project/thesis)	15 days or more subject to the approval of the competent authority
c.	Maternity/Paternity Leave**	As per GOI rules

* Applicable to Full Time M. Tech./M. Des. students.

** 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 leave shall entail deduction from the assistantship/scholarship for M. Tech./M. Des. students, besides other action(s) as may be decided by the Institute.

10.2.10

- (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 stipend will be discontinued till further approval from competent authority.
- (iv) A Master's student is not entitled to any vacation on account of inter semester break, Summer and winter vacations.

11. 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 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

11.1 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 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:

Sl. No.	Category		Credits
	<i>Full Time</i>	<i>Part-Time</i>	
a	Course Work (including Theory, Seminar, Laboratory) for 1 st and 2 nd Semester	Course Work (including Theory, Seminar, Laboratory) for 1 st , 2 nd , 3 rd , and 4 th Semester	40-48
b	Thesis/Project and Seminar (3 rd Semester)	Thesis/Project and Seminar (5 th Semester)	20
c	Thesis/Project (4 th Semester)	Thesis/Project (6 th Semester)	20
Total Credits			80-88

The course work shall comprise of core and elective subjects. The core subjects may constitute a maximum of 40% to 50% 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.

11.2 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:

Sl. No.	Category	Credits
a	Course Work (including Core Courses, Electives, Laboratory, Seminar)	72-78
b	Major Project (4 th Semester)	12-16
Total Credits		84-90

A semester will normally not have more than six lecture-based courses and four laboratory courses.

11.3 Minimum Credit requirements for MCA degree

Sl. No.	Category	Credits
a	Course Work (including Core Courses, Electives, Laboratory, Seminar)	120-130
b	Major Project (6 th Semester)	20
Total Credits		140-150

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:

12. 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 based on the following:

- (a) Mid- and End-semester examination for theoretical subjects
- (b) Seminars
- (c) Laboratory/workshop, thesis/project, dissertation, and viva voce.

12.1 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, Class test etc.)	Mid-Semester Exam (2 Hrs)	End-Semester Exam (3Hrs.)
20	30	50

12.2 **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%

12.3 **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.

12.4 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.

13. GRADING SYSTEM

13.1 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
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 four transitional symbols:

I — for 'Incomplete assessment', when the student misses the End-semester examination on medical grounds.

X — for 'Debarred' on grounds of indiscipline/ malpractices in examinations.

R — for 'insufficient attendance' in the course.

W — for "Temporary withdrawal' from the Institute

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

$$SGPA = \frac{\text{Credits of Courses X Grade Point}}{\text{Sum of Credits}}$$

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

Where 'n' is the number of subjects registered for the semester, 'C_i' is the number of Credits allotted to a particular subject, i and 'g_i' is the grade-points carried by the letter grade awarded to the student for that subject. SGPA will be rounded off to the second place of decimal and recorded as such. The SGPA would indicate the performance of the student in the semester to which it refers.

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

- 13.3 Starting from the second semester and at the end of each semester, a Cumulative Grade Point Average (CGPA) will be computed for every student as follows:

$$CGPA = \frac{\text{Credit X Grade Point (All Semesters)}}{\text{Sum of Credits (All Semesters)}}$$

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

Where 'm' is total number of subjects the student has registered from the first semester onwards up to and including the semester S, 'c_i' is the number of Credits allotted to a particular subject, s_i and g_i are the grade points carried by the letter corresponding to the grade awarded to the student for the subject. CGPA will be rounded off to the second place of decimal and recorded 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. The CGPA, SGPA and the grades obtained in all the subjects in a semester will be communicated to each student at the end of every semester.

- 13.4 For determining the inter semester merit ranking of a group of students only the rounded off values of the CGPAs will be used. The up-to-date overall performance is reported by the Cumulative Grade Point average (*CGPA*)
- 13.5 The institute uses a multiplication factor of 10 (Ten) to convert CGPA to equivalent percentage marks. For example, CGPA 7.5 is equal to 75%.
- 13.6 When a student gets a grade '*T*' for any subject(s) during the semester, the *SGPA* of that semester and the CGPA at the end of that semester will be tentatively calculated ignoring that (those) subject(s). After the '*T*' grade(s) has (have) been converted to appropriate grades the *SGPA* and *CGPA* for that semester will finally be recalculated after taking into account this (these) grade(s).
- 13.7 When a student gets the grade '*F*' in any subject during a semester, the *SGPA* and the *CGPA* from that semester onwards will be tentatively calculated, taking only '*zero point*' for each such '*F*' grade. After the '*F*' grade(s) has/have been substituted by better grades during a subsequent semester, the *SGPA* and the *CGPA* of all the semesters, starting from the earliest semester in which the '*F*' grade has been updated, will be recomputed to take this change of grade into account.

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

- 13.8 In the case of a relatively large class and/or classes of more than 15 students where the performance level depicts 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 'Ex' 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 occurs, 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 the assessment process undertaken, alter the boundary (cut-off) marks by +/- 5 marks.

Range of Marks	Grade
$m \geq 90$	O
$80 \leq m < 90$	A
$70 \leq m < 80$	B
$60 \leq m < 70$	C
$50 \leq m < 60$	D
$40 \leq m < 50$	P for Theory Component
$40 \leq m < 50$	P for Laboratory Component
$m < 40$	F for Theory Component
$m < 40$	F for Laboratory Component

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

13.9 In a class of more than 20 students, relative grading system may be applied as per following norms:

- Class average shall be calculated by considering all the students who have written the end semester examination and it shall be within the range of “C” grade.
- “O” Grade shall be awarded to those students securing total marks $>$ (average + 1.5 to 2 times standard deviation).
- “E” Grade shall be awarded to those students securing total marks \geq (average - 1 to 1.5 times standard deviation)
- “P” Grade shall be awarded to those students securing total marks \geq (average - ‘X’ times standard deviation) or 40 whichever is less. **The value of ‘X’ shall be decided by DPGC with appropriate justification.**
- Other grades are to be distributed, preferably maintaining the range for each grade between 0.5 to 1.0 times standard deviation. DUGC may review these ranges with appropriate justification.
- **A student, who has not written end-semester examination, or getting total marks less than (average - ‘X’ times standard deviation) or 40 whichever is less, shall be awarded “F” grade. The value of ‘X’ shall be decided by DPGC with appropriate justification.**
- I: for “Incomplete assessment”, when the student misses the End-semester examination on Medical grounds. R: for 'Insufficient attendance' in the course. W: for "Temporary withdrawal' from the Institute. • X: for "Debarred" on grounds of indiscipline/ malpractices in examinations.

14. THE INCOMPLETE GRADE 'I' AND DEBARRED GRADE 'X'

14.1 (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.

- 14.2 (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.

14.3 **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) the student is involved in any kind of indisciplinary activity.

A student who is debarred from appearing in End-Semester Examination of subject(s) 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, regulations pertaining to registration and credit requirements for the award of degree must be complied with.

15. **SEMINAR AND THESIS/PROJECT**

15.1 **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. and 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 Chairperson, 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 the 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.

15.2 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., 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.

15.3 Constitution of Thesis Examination Board

The convenor DPGC shall propose the constitution of the Project Assessment Committee (PAC) and HoD shall forward the same to the competent authority for the approval. The composition of the Project Assessment Committee shall (a) HoD (b) Faculty advisor (c) Two internal faculty and (d) one external expert from CFTIs/ R & D Labs or equivalent organization. However, in case of more number of students, HoD may nominate four internal faculty members for conducting parallel assessment. In case a member of PAC is also the supervisor of the candidate, he/she won't participate in the seminar/presentation assessment as PAC member.

15.4 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.

15.5 Assessment of Thesis

(a) **Third Semester/ Fifth Semester (M. Tech. Full-Time/ Part-Time Programme and M.Des. Programme):** The student shall have to submit a report of the work done during the Semester and present a seminar followed by discussion to the Project Assessment Committee constituted (inclusive of the co-supervisor) by the Department within the timeline mentioned in the applicable Academic Calendar.

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): 40%

Report & Seminar (Marks to be given Project Assessment Committee): 60%

(b) **Fourth Semester (M.Tech Full-Time /M.Sc) / Sixth Semester (M.Tech Part-Time /MCA and M.Des. Programme):** The student shall submit the dissertation latest by the timeline mentioned in the Academic Calendar. The student will have to appear at a viva-voce and deliver a seminar. 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:

Project Work & Thesis Report Assessment
(Marks to be awarded by the supervisor) 40%

Project Submission Seminar 20%
(Marks awarded by the Project Assessment Committee excluding External Examiner)

Presentation & Viva-voce 40%
(Marks awarded by the External Examiner)

15.6 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. The plagiarism should not exceed 20%. The “Turnitin” report should be submitted along with the MPF-08.

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.

(e) Final thesis should be uploaded on the “Internal PG Thesis” depository linked to the Institute (Annexure- VI).

15.7 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.

16. 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.

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

16.2 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) for having unsatisfactory attendance (less than 75%) in the lecture/tutorial/practical classes during the semester

16.3 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.

16.4 Mid-and End-semester examination answer scripts shall be preserved for 4 years.

16.5 **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 weeks 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.

17. SUPPLEMENTARY EXAMINATION

17.1 Students who may have secured F grade or missed an End-Semester Examination on valid reasons are eligible for supplementary Examination.

17.2 Students who miss an end-semester examination due to serious illness, family calamity or some other reason specifically approved by the Dean (academics) may be permitted to appear at an alternate end-semester examination if sufficient reason exists to miss the examination. When a student writes a supplementary examination, the grade awarded will be lowered by one step, with a 'P' grade remaining as 'P'. However, if a student has class attendance exceeding 95% at the end of the semester, he may be given full credit. Students permitted to avail full credit shall be eligible for medals and prizes.

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

- 17.4 Supplementary examination will be held on dates notified in the academic calendar.
- 17.5 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 the necessary fee to appear in the supplementary examination.
- 17.6 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.
- 17.7 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.

18. SUMMER TERM COURSE

- 18.1 A summer term course may be offered by a department on the recommendation of DPGC and with the Dean's (Academic) approval. A student shall be allowed to register for a maximum of two courses during a summer term.
- 18.2 Summer term courses will be announced by the Office of Dean (Academic) after the declaration of even semester results. A student must register for summer term courses by paying the prescribed fees within the stipulated time as notified.
- 18.3 Total contact hours in any summer term course will be the same as in the regular semester course. The assessment procedure will also be like the procedure for a regular semester course.

19. 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.

20. GRADUATION REQUIREMENTS

- 20.1 A student shall be declared eligible for the award of M.Tech./M.Sc./MCA/M.Des. 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 the semester in which he/she completes all the requirements for the degree.
 - c) No dues to the Institute, department, hostel, and library.
 - d) No disciplinary action is pending against him/her.
- 20.2 The award of M.Tech./M.Sc./MCA/M.Des. degree must be approved by the Senate.

21. TEMPORARY WITHDRAWAL FROM THE INSTITUTE

- 21.1 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 4 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 withdrawal period, the student is likely to complete his/her requirements of the Master's Degree within the time limits specified in section 2.
 - c) There are no outstanding dues or demands to the Institute/ Hostel/ Department/ Library.
 - d) In the case of M. Tech./M.Des. Student assistantship shall be suspended.
- 21.2 A student, if granted a 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.
- 21.3 Normally, only one such temporary withdrawal will be permitted during his/her tenure as a student of the postgraduate programme.
- 21.4 Temporary withdrawal will be approved by the Senate.

22. TERMINATION FROM A PROGRAMME

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

- a) **Indiscipline:** A student may also be terminated from Master's Programme on disciplinary grounds based on the recommendation of the committee.
- b) **Falsification of documents and declaration:** On having been found to have produced false documents or having made false declaration at the time of admission.
- c) On having been found to be pursuing regular studies in any other college, university or an educational institution.
- d) For 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.

23. 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**.

24. 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 regulations and

relax the relevant provision(s) of these regulations based on the merit of the case. The grounds on which such relaxation is granted shall invariably be recorded and cannot be cited as precedent.

25. 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 regulations regarding discipline are given below:

- 25.1 Students shall show due respect to the teachers of the Institute, the Wardens of the Hostels /Halls of Residence, the Sports Officers of Gymkhana and the Officers of the National Social Service: proper courtesy and consideration should be extended to the employees of the Institute and of the Hostels/Halls of Residence. They shall also pay due attention and courtesy to visitors.
- 25.2 Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year. Law bans ragging in any form to anybody — acts of ragging will be considered as gross indiscipline and will be severely dealt with.
- 25.3 The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
 - a. Ragging
 - b. Furnishing false statement of any kind in the form of application for admission or for award of scholarship, fee waiver, etc.
 - c. Displaying lack of courtesy and decorum; resorting to indecent behaviour anywhere within or outside the campus.
 - d. Wilfully damaging or stealthily removing (theft of) any property/belongings of the Institute, Hall or fellow students.
 - e. Possession, consumption or distribution of alcoholic drinks, tobacco products or any kind of hallucinogenic drugs.
 - f. Adoption of unfair means in the examinations.
 - g. Organizing or participating in any group activity in company with others in or outside the campus without prior permission of the Dean of Student' Welfare.
 - h. Mutilation or unauthorized possession of library books.
 - i. Resorting to noisy and unseemly behaviour, disturbing studies of fellow students.
 - j. Not intimating his/her absence to the warden of the hostel/hall before availing any leave.
 - k. Commensurate with the gravity of the offence, the punishment may be reprimand, fine, and expulsion from the Hostel/Hall, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.
- 25.4 For an offence committed (a) in a Hall of Residence, (b) in the Department or a classroom and (c) elsewhere, the Warden, the Head of Department and the Dean of

Students' Welfare, respectively, shall have the authority to reprimand or impose fine or take any other suitable measure. All cases involving punishment other than reprimand shall be reported to the Chairperson of the Standing Disciplinary Committee.

- 25.5 (a) All major acts of indiscipline, which may have serious repercussions on the general body of students, and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Standing Institute Disciplinary Committee appointed by the Senate. The standing Disciplinary Committee consists of the following ex-officio and other members:
- (i) Dean Students' Welfare-Chairperson
 - (ii) Chairperson, Hall Management Committee
 - (iii) Warden of the Hostel/Hall of Residence of which the student concerned is a boarder
 - (iv) One member of faculty nominated by the Chairperson, Senate, by rotation for two years.
 - (v) Student Vice President, Technology Students' Gymkhana
 - (vi) One of the student representatives in the Senate, to be nominated by the Dean, Students' Welfare, for one year
 - (vii) The Deputy Registrar (Academic)-Member Secretary
- In addition, the Chairperson may invite any other person(s) to be associated with the proceedings of a particular case, if his/their participation are considered necessary in disposing of the matter.
- b) Recommendation of the committee, which will include the suggested punishment in cases of guilt proven, will be forwarded to the Chairperson Senate for necessary action.

25.6 Cases of adoption of unfair means (*UFM*) in an examination shall be dealt with by the committee on Examination Malpractice consisting of the following members

- | | | |
|-----|--|------------|
| i | Faculty-in-Charge of Examination
Chairperson | - |
| ii | Head of the Department to which the reported student belongs | -Member |
| iii | The invigilator reporting the case | -Member |
| iv | The Invigilator-in-Charge of the Examination Hall concerned | -Member |
| v | The Paper-setter concerned | -Member |
| vi | Two members of faculty nominated by the IPGC | -Members |
| vii | The Assistant/Deputy Registrar (Academic) | -Secretary |

The Committee shall recommend appropriate measures in each case to the Chairperson of the Senate through Dean Academic for awarding the punishment.

26. AMENDMENTS

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

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

regulations



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

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 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.



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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



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

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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 Regulations 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 Chairperson, 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 Chairperson P.G. Admission Committee will issue assistantship to the most eligible candidate(s) who was offered admission without assistantship in that department.
- (v) The Chairperson 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 regulations 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.
- (b) **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.

* * *



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(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 regulations 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 regulations.

Date:

(Signature of the employee)



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

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Paste
passport size
photograph
4 cm x 4 cm

Academic Session 20 -

ADMISSION FORM for M. Tech. /MCA/M. Sc Programmes

(Fill with capital letters only)

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ID No:

(Office Use Only)

Name of Student:

(in Hindi) as per high school certificate

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First name

Middle name

Name of Student:

(in English) as per high school certificate

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Last name

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Mobile:

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Email:

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Sex: M/F

4.

Category:

GE/OBC/SC/ST

PD: Y/N

State of domicile:

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Nationality:

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Religion:

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Minority Community (if applicable):

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Date of Birth:

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Blood Group: [A, AB, B, O]

RH +/-

GATE/CCMT /CCMN
/NIMCET REG. No:

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GATE

(b) CCMT/CCMN
/NIMCET AIR:

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(c) AIR (Category):

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If yes, Percentage of marks in Computer Science/Informatics Practice in Class XII:

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Father's name:

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Occupation:

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Email:

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Mobile:

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18. Nearest Railway Station (to the current residential address)

Nearest Airport (to the current residential address)

19. Gross Family Annual Income (in Rs.)

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20. Bank Account No.

State Bank of India, NIT

Jamshedpur

IFSC No:

SBIN01882

IFSC Code:

*** SBI NIT Jamshedpur Account is Mandatory.**

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21 History of Hospitalization

22. Emergency Contact Person: (please tick one of the three below)

Parents as in Sl. No.17

Local Guardian as Sl. No.18

Others: Give detail: Name : _____

Address : _____

Telephone No : _____ Mobile No. ____ _____

E-mail : _____

23. Academic qualifications

Name of Institution /Board / University from where Certificate / Degree obtained	Examination Passed	Year of Passing	Division	Maximum Marks	Marks obtained

24. Academic qualifications (From High School onwards)

Sl. No.	Details of Documents (Xerox Copies / Original)	Verified	Remarks if any
01.	Provisional Admission Letter (Original)	YES / NO	
02.	Score Card issued by GATE/NIMCET/CCMT/CCMN	YES / NO	
03.	High School (Class – X) Certificate as proof of age	YES / NO	
04.	Class – XII / Intermediate Mark Card and Passing Certificate	YES / NO	
05.	Proof of Passing qualifying examination	YES / NO	
06.	Marks Cards of the qualifying examination	YES / NO	
07.	School / College Leaving Certificate (Original) (Certificate from the Institution last attended)	YES / NO	
08.	Migration Certificate (Original)	YES / NO	
09.	Character Certificate from the Institution last attended (Original)	YES / NO	
10.	Category Certificate in case of SC / ST / OBC-NCL candidate issued by the competent authority (OBC-NCL certificate should be issued on or after 01.04.20)	YES / NO	
11.	Certificate for Physically Challenged (if applicable) issued by the competent authority	YES / NO	
12.	O.B.C. undertaking	YES / NO	

25 Transaction Details:

1) ID No. _____ Amount: _____ Date: _____ Bank:

2) ID No. _____ Amount: _____ Date: _____ Bank:

26. Submitted following documents:

- Medical Examination Report Yes No
- Demand Draft Yes No
- **Undertakings:**
 - a) Awareness of medical facilities at NIT Jamshedpur Dispensary Yes No
 - b) Not owning/ or using motor driven vehicles in the NIT Campus Yes No
 - c) Not going towards Kharkhai river area / Villages / Basti Yes No
 - d) Anti-ragging verdict by the Hon'ble Supreme Court and indecent behavior towards junior / fellow student.
 - No
 - e) Late submission of qualifying degree certificate Yes No

27. Declaration by the Student:

- I do hereby agree to abide by all the Regulations/Statutes and Regulations of the Institute in force from time to time.
- I do hereby certify that entries made by me in this form are correct to the best of my knowledge.
- I do hereby solemnly declare that I have not been debarred at any time from joining any educational Institution or rusticated from the Institution/University last attended.
- I declare that I have not been associated (actively or passively) with any unlawful organization in the past nor I would associate myself with such organizations in future.
- I hereby solemnly declare that I will maintain good conduct throughout my stay at this Institute.

- I understand that the Institute reserves the right to cancel my admission at any time during my stay at the Institute, if the Institute is satisfied that it was in the interest of the Institute to do so.

Date: _____

Full Signature of the Student

28. Parent's/Guardian's Declaration:

- I undertake to pay all Institute fees and subsidiary dues in respect of my ward/son /daughter Sri/Ms. _____who is being admitted to the National Institute of Technology, Jamshedpur.
- I hereby assure that my ward /son / daughter will abide by all Regulations/Statutes and Regulations of the Institute.
- I hereby certify that the entries made by my ward in this form are correct to the best of my knowledge and belief.

Place _____

Date: _____

Signature of the Parent / Guardian

Full Name:

Note:

1. In case of any change in address and/or telephone numbers, parents are requested to kindly intimate the same in writing or by e-mail to the **Dean (Academic) email: dean.ac@nitjsr.ac.in**.
2. The spelling of the name written (in Hindi and English) above will appear in your degree certificate, therefore, you are requested to write your name correctly without any mistake as per high school certificate.

FOR OFFICE USE ONLY

ID

2	0			P	G						
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 No:

Discipline:

Signature of Verifying Officer
Full Name:

Signature of Dy. Registrar (Academic)

Signature of Dean (Academic)



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
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CONSENT FORM FOR SUPERVISION

Name (In capital letters)	:	
Registration No.	:	
Type of Registration	:	INSTITUTE STIPENDIARY/SPONSORED/SELF-FINANCED/ NON STIPENDIARY PART -TIME / FACULTY / STAFF / OTHERS
Department	:	
Broad area of research	:	

Consent of Faculty Members -

Sr. No.	Name of the Faculty	Signature	
		Willing to guide	Not willing to guide

Signature of student

Guide Allotted:

- 1.
- 2.

Date: _____

Departmental Faculty Advisor
(Master Programme)

Head of the Department



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REGISTRATION FORM

Details of fee deposited: _____ Date of _____
 (Attach photocopy of fee receipt with Dean's Registration:.....
 copy)

Amount _____ Receipt _____ Date:.....
 (Rs.):..... No.:.....

Department:

.....
 Semester:..... Course: M. Tech./MCA/M. Sc. Registration No.....

1. Name :
2. Mobile No. :
3. Roll. No. :
4. Date of Birth :
5. Father's / Local Guardian's Name and Address (with telephone No.) :

6. Subject to be registered:

Sl. No.	Subject Code	Subject	L-T-P	Credit
1				
2				
3				
4				
5				
6				
Backlog if any:	(1).....	(.....Sem)Credit	
	(2).....	(.....Sem)	Total Credits:.....	

Signature
(Student)

Signature
(Faculty Advisor)

Signature
(H.O.D.)



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
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SEMESTER REGISTRATION

Name of Candidate:..... **Registration No:**.....

Department:.....

Date of First Registration:.....

Supervisor (s):.....

No. of Courses Completed:

Total Credits: (a) Attempted
(b) Earned

Date of Presentation:.....**Semester:**.....

Research paper(s) Published/ Presented during the period (Use separate sheet, if needed):

Percentage of research work completed :(as per student assessment)

(Signature of the Student)

Progress of the Candidate is satisfactory:

Yes/No

Supervisor(s)

Internal Member of DPGC

External Member of DPGC, if any

Forwarded by:

Departmental Faculty Advisor (Master Programme)

Recommended by the Head of Department

- The Candidate has to submit the progress report of the semester in one-page approved by the supervisor(s).
- The candidate will prepare the presentation (power point) and will give seminar before a committee constituted by the Head of the Department.
- The presentation to assess the progress of the candidate is to be preferably made at the end of semester (May-June/Nov.-Dec), but in any case one week before the date of registration.



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR

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APPLICATION FOR CONVERSION FROM RESIDENTIAL TO NON-RESIDENTIAL/FULLTIME TO PART TIME 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 PART TIME 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)

(H.O.D.)



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PRE-SUBMISSION SEMINAR REPORT

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

Department:.....

Total Credits: (a) Attempted (b) Earned Through Course Work (c) 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) - (b) National Journals- (c) Conferences-
Communicated- (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: **Chairperson DPGC**

.....

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A.R./D.R. (Academic)

Associate Dean

Dean (Academic)



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I declare that the work presented in this thesis entitled “.....
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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./M.Des.)**

Recommended by Head of Department

Recommended by: **Dean (Academic)**

Date:

Approved by: **Chairperson Senate**

Date:



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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:

(Chairperson Senate)



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LEAVE APPLICATION

Head of the Department

Kindly allow me to avail Leave/Special Leave/Medical Leave from to
 for Days and station leave from date
time to Date time.....

My address during leave will be as below.

Address

Sincerely yours
 Name of Student:
 Registration No.
 Dated

For Office Use

Recommended/Not recommended

Supervisor (s)

Convener DPGC

Approved by:

Head of Department



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APPLICATION FOR MERCY APPEAL

1. Name of Student:.....
2. Registration No:.....
3. Programme: M. Tech./MCA/M. Sc./M.Des.
4. Branch/Department:.....
5. Date of First Registration:.....
6. Present Semester:
7. Academic record:

Semester	SGPA	CGPA

8. Reason/Cause for appeal:
9. Prayer for appeal:

Date:

Signature of the student

10. Recommendation of convener, DPGC:

Signature with Date

11. Remarks of Head of the Department:

Signature with Date

12. Observation of Dean (Academic):

Signature with Date

13. Decision of Chairperson, Senate:

Signature with Date



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- 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.
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 - ✓ 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.
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