National Institute of Technology, Raipur
M. Tech. Ordinance, Rules & Regulations
(Applicable for the students who are admitted in M.Tech program in 2013 or afterwards)

1. The **degree** "Master of Technology" acronymed as M.Tech. shall be of two years (four semesters) in the branches of Engineering prevalent in the institute at a point of time based on course-credit system.
2. The **minimum qualification** for admission to the first semester of M.Tech. course shall be the passing of B.E./B.Tech. or equivalent exam with mark-sheet of any recognized university /institute in appropriate branch.
3. **Admission** to the first semester of M.Tech. course shall be as per the seat matrix of the various courses of the Institute and will be through securing a place in merit list of eligible candidates in Graduate Aptitude Test in Engineering (GATE) or competitive examination/interview. Award of scholarship/fellowship/assistantship will be decided based on merit position of the eligible candidates in competitive examination/interview, presently GATE. The scholarship/fellowship/assistantship will not be offered to the sponsored candidates.
4. One semester **EXAMINATION** of theory and practical subjects will be generally conducted at the end of each semester called End Semester Exam (ESE) in November-December for odd semester and April-May for even semester in an academic year alongwith two more exams called First Exam (FE) and Second Exam (SE) of only theory subjects during a semester. There will be another component called Teachers' Assessment (TA) in theory and practical subjects. Examination of back log subjects will also be conducted simultaneously as and when required.
5. **Eligibility of appearing in an End Semester Exam** shall be:
    5.1. Attending minimum 75% classes of each of theory and practical classes in the semester and a short fall in attendance upto 10% and a further 5% can be condoned by the Dean of Academic Affairs and the Director of the Institute respectively for satisfactory reasons. In truly exceptional circumstances the Director may relax attendance requirements with reduction of grade one or two steps lower as it may be thought appropriate with recommendations of a committee.
    5.2. However, there will be no restriction except regular or approved provisional admission in a semester to appear in First Exam (FE) and Second Exam (SE) of theory subjects in the semester.
    5.3. In Teacher's Assessment (TA) component of a course, a student is supposed to obtain 60% or more marks in each course, failing which s/he will not be permitted to appear in End Semester Examination (ESE) of that semester.
6. **Eligibility of Admission to Higher Semester** will be if the student has cleared all the previous lower semesters or has back log of only at most two subjects in one immediate lower semester, failing which the candidate will have to discontinue the course.
7. A candidate may **provisionally continue** ones studies in higher semester after the exam of the semester one appeared is over. The candidate's eligibility to higher semester will be evaluated only after the result of previous semester is out.
8. Once a candidate has passed a semester examination, one shall **NOT** be permitted to reappear in that examination or part thereof with a purpose of **improvement of performance in exam**, such as, division, marks, grades etc.
9. **Basis of Credits** will be $\{L+(T+P)/2\}$ where L, T and P are number of Lecture, Tutorial and Practical periods respectively. Credit in a course will be a full number and if it falls to be a fractional one then that will be considered as next higher full number.
10. **Passing examination of a semester** will be governed by the following:
    (i). Minimum 40% marks in each theory ESE.
    (ii). Minimum 50% marks in each practical ESE.
    (iii). No minimum requirement in FE & SE.

(iv). Minimum pass grade (i.e. average grade 'D') should be obtained in each theory and practical course.

(v). Overall aggregate be 5.5 SPI or above.

(vi). If any candidate is getting minimum PASS or higher grade in all the subjects but is unable to obtain minimum 5.5 SPI then s/he will have to appear in one or two theory papers of her/his choice to secure minimum 5.5 SPI failing which s/he will have to discontinue the course. Choice of subjects once exercised will remain unchanged.

(vii). Division or class will not be awarded in every semester (except final) results.

(viii). Grade in each theory and each practical course will be awarded separately on the basis of summation of marks obtained by a student in the First Exam (FE)*, Second Exam (SE)*, End Semester Exam (ESE) and Teacher's Assessment (TA) in a theory/practical course [* for only theory courses].

11. **Duration of M.Tech** course shall be minimum 2 years and maximum 4 years. At any earliest point of time during the entire course, if a student is found that despite clearing the remaining course regularly and clearly, s/he will NOT be able to complete the course within maximum permissible time, then s/he will have to relinquish the course at that point of time itself.

Last date of thesis submission for M. Tech. students should be 30th June. In exceptional case, extension can be accorded for submission of thesis. For the purpose, candidate has to apply with justification. The case is to be examined and recommended by a committee consisting of guides, HOD and Dean (R&C). Approval for extension of submission will be given by Dean (Academics) for a period of maximum three months only. Beyond three months, Director's approval is required under extra-ordinary circumstances. However, candidate has to register himself/ herself in every semester and pay institute fee and other dues till he/ she submit the thesis.

12. **Mode of assessment and evaluation** will be continuous one with components as First Exam (FE), Second Exam (SE), End Semester Exam (ESE) and Teacher's Assessment (TA). TA will depend upon attendance, home assignments, take home exams, tests, quizzes, and viva-voce. Weightages of FE, SE, ESE and TA will be as given in the scheme of examination.

13. **Grading System** of evaluation will be followed in every subject of theory and practical. A candidate will be awarded a letter grade based on one's combined performances of End Semester Exam, FE, SE, TA through a number equivalent called "Grade Point (GP)". Semester Performance Index (SPI) and Cumulative Performance Index (CPI) will be calculated as given in Appendix-1

14. **Registration**

14.1. Every student of M.Tech program is required to be present and register at the commencement of each semester on the date fixed and notified in the Academic calendar. Registration process will have three components.

(i).Physical presence of the student on the first day of semester.

(ii).Payment of semester fees including any unpaid dues of past semesters, and

(iii).getting enrolled/registered in the department.

14.2. A student who does not register on the day announced for the purpose may be permitted by Dean Academics in consideration of any compelling reasons for late registration within next 5 working days on payment of additional late fee as prescribed by the Institute. For other compelling reasons such as serious medical problem, a family calamity, participation in a national event or those directed/approved by MHRD in 1st semester, etc, late registration may be permitted by the Director on the recommendation of Dean Academics. The percentage of attendance of students registering late will be calculated from the date of their joining if one is NOT admitted provisionally earlier. However, no special allowance may be claimed by the student in the matter of assessment/evaluation or grading.

14.3. On the rare case of transfer from other NITs after the semester commences, such a student must produce one's attendance statement from the concerned institution in each subject at the time of admission.

hostel dues of the previous semesters, (ii) paid all required fees of the current semester, (iii) not been debarred from registering for a specified period on disciplinary or any other ground (iv) satisfied all the academic requirements and (v) not been struck off from the rolls of the institute.

14.5. A student can register for a full course of 2nd, 3rd and 4th semester provided one has obtained at least minimum required pass grades in 1st, 2nd and lower, 3rd and lower semesters, respectively or at most two backlog subjects in ONLY one immediate lower semesters.

14.6. Except in 1st semester the tution fees etc will be paid semesterwise and not year wise.

14.7. The classes of all semesters will start from the day following the registration or any other day as decided by the senate.

15. Classes and attendance

15.1. Academic program is primarily based on the teaching-learning process. Therefore, attendance in classes, participating in class room discussions and thus in the **continuous evaluation process** are the most essential components of the academics programmes. All teachers and student are to see that the number of classes scheduled for a course under the approved and declared **academic calendar** and time table must be held during the semester and examinations be conducted.

15.2. If because of personal leave or official duty a teacher is unable to conduct a class on the scheduled time, s/he will conduct the **compensatory classes** at a mutually convenient hour for which a teacher may communicate with his class by announcing in the class, by messages on institute/department/hostel notice boards or by e-mail, attendance in these compensatory classes is mandatory for every student.

15.3. A teacher at his discretion, may conduct **additional classes** beyond originally scheduled, particularly when many classes are lost due to holidays or suspension of classes etc. Attendance in these classes is also mandatory for the students.

15.4. **Attendance** of students in all the classes (lectures, tutorials, laboratories, seminars etc.) is **compulsory** Consequently, a student shall be debarred from appearing in an exam or if s/he has already written an examination, the marks/grades obtained will be rejected on ground of unsatisfactory attendance, if the attendance is below what is prescribed in clause 16.5 or if in the opinion of the course teacher the student has not participated effectively in the class in terms of home assignments, class tests, quizzes etc.

15.5.

(i). Attendance in classes is compulsory. However, to provide for **exigencies** absence to the extent of 25% of scheduled number of classes in every course will be condoned as a matter of routine.

(ii). In deserving cases, a further **relaxation** of 10% (i.e. 25% of scheduled number of classes) may be given by Dean of Academic Affairs and a further relaxation of 5% (i.e. 30% of total) be given by the Institute Director.

(iii). The Institute will fix a **cut off date** before every exam to compute the percentage of absence.

(iv). In case there are truly exceptional circumstances, the Director as mentioned in clause 5.1 may further **suitably relax** attendance requirements (with reduction of one or two grade/s) as deemed proper with recommendations of a committee constituted for the purpose.

(v). Attendance in every course (theory or practical) of a student will be maintained by the teacher concerned in the following or similar format

Format of Attendance

Attendance	Category
≥85%	"G" Good,
≥70% & <85%	"F" Fair,
≥60% & <70%	"S" Satisfactory,

<45%   "V" Very Poor,

16. **Leave of Absence:** It is possible for a student to get leave of absence from classes in deserving cases and such a leave upto maximum of 10 working days total per semester on recommendation of Professor-in-charge or Head of Department on one of the following grounds:

    (i).   Participation in inter-NIT or other national level student competitions inside or outside the institute provided a student is selected by competent selection committee to represent the Institute through a process of open selection. A copy of appropriate office order must be enclosed with application alongwith recommendation of Head of Department (limited to 5 working days per semester). Such a leave will be marked by the teacher as "L" in attendance register.

    (ii).   For officially arranged placement programmes on recommendation of Professor Training and Placement (limited to 5 working days per semester).

    (iii).   For academic work or presentation of papers related to final year project, if project involves visit to industry or other institutes or to participate in a conference. The application must be duly recommended by the project guide and relevant document to be enclosed and should be approved by Head of Department (limited to maximum of 5 working days per semester)

    (iv).   Family functions (social or religious), illness of family members, participation in student activities such as organizing functions, raising money, preparing for or appearing in other examinations including competitive ones, searching for jobs etc are NOT adequate grounds for leave of absence.

    (v).   Normally, a student is supposed to get his leave of absence sanctioned from Head of Department prior to proceeding on leave. After this after coming back from leave s/he will give a list of missed classes (course wise) alongwith HoD's letter of leave approval to the teachers concerned and the student will be deemed to be present in the classes during those many periods (subject to maximum 5 days) for the purpose of computing unauthorized absence from classes.

17. **Classification:** After successful completion of the programme, degree will be awarded as per the following classifications based on the CPI.

    1.   Candidates who successfully complete the programme in first attempts in all semester getting a CPI of 8.0 or above, passing all the courses will be declared to have passed in Honours.

    2.   Candidates who get a CPI of 7.0 or above, but below 8.0 and passing all the courses will be declared to have passed in first class.

    3.   Candidates who get a CPI of below 7.0 but 5.5 or above and who complete the course within the maximum prescribed period after joining the Institute will be declared to have passed in second class.

18. **Eligibility for the degree:** A candidate shall be eligible for the award of the degree of the Master of Technology (M.Tech.) only if the candidate:

    (i)   has undergone the prescribed programme of study by earning the minimum total number of credits specified in the curriculum of the relevant programme of study within a maximum permissible duration.

    (ii)   has no dues to the Institution, Library, Hostels, etc.

    (iii)   has no disciplinary action pending against him/her.

APPENDIX –I

GRADING SYSTEM

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

Performance	Letter Grade	Grade point per credit
Outstanding	O	10
Excellent	E	9
Very Good	A	8
Good	B	7
Fair	C	6
Average	D	5
Fail	F	0

2. **Calculation of SPI and CPI**

Semester Performance Index (SPI) of every student in each semester will be calculated as

$$SPI = \sum_{i=1}^{n} Cig_i / \sum_{i=1}^{n} Ci = N_i/D_i$$

Where "n" is a number of subjects registered for in a semester, "ci" is the credits allotted to a particular subject and "g", is the grade points carried by the letter corresponding to the grade awarded to a student in a subject, SPI will be recorded upto second place of decimal without rounding off.

Second semester onwards, at the end of each semester, a Cumulative Performance Index (CPI) will be computed for every student as follows

$$CPI_K = \sum_K N_K / \sum_K D_K$$

3. **GUIDELINES FOR AWARD OF LETTER GRADES.**

Conversion from marks to grade be done using the following table of absolute grading out of maximum 100 marks.

Range of marks for theory	For practical	Grade	Grade Point
90≤M≤100	92≤M ≤100	O	10
80≤M<90	84≤M<92	E	9
70≤M<80	76≤M<84	A	8
60≤M<70	67≤M<76	B	7
50≤M<60	59≤M<67	C	6
40≤M<50	50≤M<59	D	5
Below 40	Below 50	F	0

4. **Conversion formula to convert CPI in to Marks ;**

(CPI – 0.5) x10.0 = % Marks

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