

Regulations for PG Programs 2017-18

(MTECH, MCA, MBA, MSC & MSW)

(with amendments *upto* 53rd Senate, dated: 13.05.2019)

(EFFECTIVE FROM THE ACADEMIC YEAR 2017-2018)



National Institute of Technology Durgapur

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1.0 Introduction

1.1 The provisions contained in these Regulations govern the conditions for imparting course of instructions, conducting examinations and evaluation of Students' performance leading to Post Graduate (M Tech/ MCA/ MBA/ M Sc/ MSW) degrees to be offered by the Institute. These are also applicable to the earlier batches with necessary modifications as decided by the Senate from time to time.

1.2 Definitions:

- a) "Institute" means National Institute of Technology, Durgapur, under NIT Act, MHRD Govt. of India.
- b) "Board" in relation to the Institute, means the Board of Governors.
- c) "Senate" means Senate of the Institute.
- d) "Regulations" means "Regulations of the Post Graduate academic programmes (MTech/ MCA/ MBA/ M Sc/ MSW)".
- e) "MHRD" means the Ministry of Human Resources Development, Govt. of India.
- f) "Director" means the Director of the Institution.
- g) "Dean (Academic)" means the Dean (Academic) of the Institute.
- h) "Dean (Students' Welfare)" means the Dean (Students' Welfare) of the Institute.
- i) "HOD" means Head of the Department.
- j) "DPAC" means Departmental Postgraduate Academic Committee.
- k) "PGAC" means Post Graduate Academic Committee.
- k) "Programme Coordinator" means the Programme Coordinator of the Teaching Department.

1.3 Specialization: The specializations offered in the Post graduate programmes are as under:

1.3.1 M. Tech Programmes- Two year (Four semester)

Sl.	Department	Program/Specialization
1	Biotechnology	Biotechnology
2	Chemical Engineering	Chemical Engineering
3	Civil Engineering	Geotechnical Engineering
4		Structural Engineering
5	Computer Science & Engineering	Computer Science & Engineering
6		Information Technology (<i>discontinued from 2018</i>)
7		Software Engineering (<i>discontinued from 2018</i>)
8	Earth & Environmental Studies (Coordinating)	Environmental Science & Technology
9	Electronics & Communication Engineering	Telecommunication Engineering
10		Microelectronics & VLSI
11	Electrical Engineering	Power Electronics & Machine Drives
12		Power Systems
13	Humanities & Social Sciences (Coordinating)	Entrepreneurship & Innovations (<i>discontinued from 2018</i>)
14	Mathematics	Operations Research
15	Mechanical Engineering	Fluid Mechanics & Heat Transfer
16		Machine Design
17		Thermal Engineering

18	Metallurgical and Materials Engineering	Metallurgy & Materials Technology
19	Physics	Advanced Materials Science & Technology

1.3.2 M. Sc. Programmes- Two year (Four semester)

Sl.	Department	Program/Specialization
1	Chemistry	Chemistry
2	Mathematics	Mathematics
3	Physics	Physics

1.3.3 MCA Programme- Three year (Six semester)

Department of Computer Applications (*discontinued from 2019*)

1.3.4 MBA Programme- Two year (Four semester)

Department of Management Studies

1.3.5 MSW Programme- Two year (Four semester)

Department of Humanities & Social Studies.

1.4 The provisions of these regulations shall also be applicable to any new discipline(s) that is (are) introduced from time to time and added to the list in Section 1.3.

1.5 The Board of Governors of the Institute may, on the recommendation of the Senate, change any or all parts of these regulations at any time considered by the Senate.

2.0 Admission

2.1 There are three categories of student status in the M. Tech. programmes

- a) Full time Institute-sponsored GATE qualified student.
- b) Full time sponsored student (Sponsored by Govt./Semi-Govt / Highly reputed organization)
- c) Full time QIP student.

For MCA, MBA, M Sc and MSW programmes, there is only one category of students; i.e. Full time students.

2.2 Full time sponsored / QIP M.Tech student shall be sponsored and fully financed by the sponsoring organization. The student has to produce a sponsorship certificate.

2.3 a) Admission of Full time Institute-sponsored GATE qualified M Tech students shall be made on the basis of GATE score through Central counselling system (presently CCMT). The admission of sponsored category students shall be based on performance in the qualifying examination, written admission test and viva voce conducted by the Institute.

b) Admission to MSc programme shall be made through Central counselling system (presently CCMN).

c) For other PG programmes the Institute will formulate suitable admission process, time to time, on approval of the Senate.

2.4 The prescribed qualification criteria for admission to each academic programme, as approved by the Senate, shall be specified in the Admission Notice.

- 2.5 Seats are reserved for Full time Institute-sponsored GATE qualified MTech students belonging to Economically weaker sections (EWS), Other Backward Category (OB-NCL), Schedule Caste (SC), Schedule Tribes (ST) and Persons with Disability (PWD) candidates as per the guidelines issued by MHRD.
- 2.6 A limited number of seats (up to 15% of sanctioned seats) may be offered to foreign nationals and Indians living abroad in accordance with the rules applicable for such admission to be issued from time to time by the MHRD.
- 2.7 If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, Dean (Academic) may revoke the admission of the candidates and report the matter to the Senate.
- 2.8 The Institute reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of the programme on the grounds of unsatisfactory academic performance, irregular attendance in the classes or indiscipline.
- 2.9 All the students admitted to any of the programmes above shall be required to pay, at the time of joining, and also in subsequent semesters prevalent tuition and other compulsory fees as prescribed by the Institution till they are on roll.
- 2.10 If a student fails to join the Institute and attend classes within 15 days from the start of classes without any valid reason and intimation, s/he will be deemed to have left the programme. No refund of fee shall be admissible to him/ her.
- (Amended in 53rd Senate on 13.05.19)*
- 2.11 At the time of admission, the students are required to produce the originals and a set of photocopy (self-attested) of the following documents (as applicable):
- a) A certificate for proof of age
 - b) Pass certificate of the qualifying examination
 - c) Mark sheet of the qualifying examination
 - d) Provisional Seat allotment letter
 - e) Document verification certificate issued at reporting center – original to be submitted
 - f) Rank certificate – original to be submitted
 - g) Migration certificate – original to be submitted
 - h) Caste/ category certificate issued by competent authority
 - i) Citizenship certificate (for foreign students only)
 - j) Passport (for foreign students only)
 - k) Any other certificate(s) (notified in admission notification).
- 2.12 A provisional admission may be given, if a candidate does not submit the pass certificate of the qualifying examination / migration certificate. However, such candidates must submit the same by September 15 in the same year, or any other date fixed by the Institute, failing which admission will be cancelled and all fees deposited will be forfeited.
- 2.13 Decision of the Chairman, Senate regarding the admission of students is final and binding.

3.0 Residential Requirement

- 3.1 The Institute is essentially a residential one and every student shall be required to reside in and be a boarder of Hall of Residence to which he/she is assigned.
- 3.2 No married accommodation shall be provided to any student of the postgraduate programmes. All students must abide by the rules and regulations of the Hall of Residence as may be framed from time to time.

4.0 Fees and refunds

- 4.1 A student admitted to any academic programme shall be required to pay, at the time of joining, and also in subsequent semesters (including idle semesters), prevalent tuition and other fees as prescribed by the Institute till he/she is on roll including the period beyond the normal duration.
- 4.2 If the Institute revises the fee structure in the middle of a programme, a student is obliged to comply.
- 4.3 Caution money collected will be returned at the end of the programme after due adjustment, if any.
- 4.4 If a student is removed or he/she withdraws/leaves the Institute in the mid-session without completing the entire programme, all fees paid including the caution deposit will be forfeited by the Institute. Mess advance may, however, be refunded after deduction of dues, if any.
- 4.5 Refund of fees for a newly admitted student shall be as per the Central Counselling Committee guidelines notified from time to time. If a student leaves after final admission and wherever no admission is taken place against the vacant seat, all fees paid including the caution deposit will be forfeited. Mess advance may, however, be refunded after deduction of dues, if any.
- 4.6 The candidate needs to submit withdrawal request along with no-dues certificate from all concerned to Dean (Academic). On approval of the same, mess advance be refunded after deduction of dues, if any.

5.0 Conduct and Discipline

- 5.1 Students shall conduct themselves within and outside the campus of the institute in a manner befitting the students of an Institution of National importance.
- 5.2 Students shall show due respect to the teachers of the Institute. Proper courtesy and consideration should also be extended to the employees of the Institute. They shall also pay due attention and courtesy to visitors.
- 5.3 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.

5.4 As per order of the Hon'ble Supreme Court of India, ragging in any form inside or outside the Institute campus by the student of the Institute is banned. Acts of ragging will be considered as gross indiscipline and will be severely dealt with.

5.5 Any case of indiscipline by the student(s) shall be dealt as per the Institute rules regarding conduct and discipline details of which are given in Appendix-I, which are subject to amendment by the Institute from time to time.

6.0 Registration

6.1 Every student in postgraduate programme is required to register at the commencement of each semester on the dates fixed and notified in Academic Calendar.

6.2 Registration at the beginning of each semester, including the idle semester (due to year back or other reason), by paying fees within the prescribed dates announced from time to time (with or without late fine, as the case may be), is mandatory for every student till he/she completes his/her programme.

6.3 Registration of students in each semester will be centrally organized online by the Academic Section. The departments will notify the allotment of electives courses before registration. Once registered, no changes in the subject list shall be permitted.

6.4 Late registration may be permitted with additional fee within a period notified in the academic calendar.

6.5 Only those students will be permitted to register who have:

- i) Cleared all Institute dues of the previous semester,
- ii) Paid all prescribed fees for the current semester,
- iii) Not debarred from registering for a specified period on disciplinary or any other ground,
- iv) Registered in the previous semester and appeared in the previous semester Examination and declared passed in the previous semester,
- v) Obtained year back in the previous academic year due to failure in sessional course(s) or for adopting unfair means at an examination and consequently debarred from appearing at an examination,
- vi) Not been struck off from the rolls of the institute,
- vii) Obtained permission of the Senate on specific reason.

6.6 A student fails to register in a semester within stipulated time will be treated as 'NOT ON ROLL' and he/she will lose his/her studentship of the institute.

6.7 A student who has been debarred by the Institute as a measure of disciplinary action may register after the term of the debarment expires, by paying all dues till date including idle semester, if any.

6.8 A repeating student shall take course(s) available in the existing curriculum at the time of registration.

7.0 Academic Calendar

- 7.1 Each academic session is divided into two semesters: Autumn/ Odd semester (July-December) and Spring/ Even semester (January – June of next calendar year).
- 7.2 The Senate shall approve the comprehensive academic calendar consisting of schedules of activities for a session inclusive of dates for registration, mid-term assessment/ examination, end-term examination, inter semester breaks, vacation, student activities etc. well in advance of the start of academic session.
- 7.3 The academic program of NIT Durgapur is based on a direct contact between the teacher and the student. The teacher enjoys considerable freedom in deciding the contents and method of instruction, evaluation and grading. The printed syllabus is a guideline, rather than a legally enforced constraint.

8.0 Programme Structure

- 8.1 The programme of instruction for all PG academic programme shall consist of:
- i) Core courses (compulsory)
 - ii) Elective courses
 - iii) Sessional courses
 - iv) Seminar and
 - v) Thesis / project work.
- 8.2 The academic programme in each semester consists of course work and/or Thesis / Project work as specified by the Senate for each specialization.
- 8.3 The curricula for the different PG degree programmes as proposed by the respective department and recommended by the PGAC shall have the approval of the Senate. The Departments would also prepare the syllabus of each subject containing the scope of studies and detailed instructions to be imparted which must be approved by the PGAC and Senate.
- 8.4 The credit for a course is dependent on the lecture, tutorial and laboratory/sessional hours (L-T-P) associated with the course.
- 8.5 Credits shall be assigned to the courses based on the following pattern:
- i) One credit for each lecture period per week.
 - ii) One credit for each tutorial period per week.
 - iii) One credit for 2 hours of Laboratory/Sessional per week.
 - iv) Two credits for 3 hours of Laboratory/Sessional per week.
 - v) Three credits for 5 or 6 hours Laboratory/Sessional per week.
- Electives shall be offered from the list of approved courses in the semester. PG students may take UG elective courses as electives where the departmental curriculum so permit.

- 8.6 A student may opt courses from other department, in addition to the mandatory minimum number of credit courses, to develop expertise in the discipline in which he/ she has interest. The grade(s) awarded against such course(s) shall be recorded in the grade card but will not be considered in the calculation of the SGPA/CGPA.
- 8.7 Each GIAN course attended by a student shall be considered as an additional course of 1 (one) credit, the grade for which shall be recorded in the grade card but will not be considered in the calculation of the SGPA/CGPA.
- 8.8 All theory courses shall have the following credit pattern:
Lecture - 4 hours, Tutorial - 0, Total credit = 4 OR
Lecture - 3 hours, Tutorial - 1 hour, Total credit = 4.
- 8.9 Seminars shall satisfy the following conditions:
a) Seminar shall be treated as a course for purpose of registration and evaluation.
b) The DPAC shall organize the seminars and forward the grades awarded by the panels of examiners to the Academic Section.

9.0 Attendance

- 9.1 Attendance in all the classes (lectures, tutorials, laboratories, sessional etc.) is mandatory.
- 9.2 Absence from classes without prior permission will be considered as an act of indiscipline and may be debarred from appearing at an examination.
- 9.3 Prior application for the leave shall have to be submitted through the Course Coordinator to the Head of the Department concerned stating fully the reasons for the leave requested for along with supporting document(s). A copy of the leave application duly granted by the concerned Head should be submitted to the teacher(s) concerned.
- 9.4 If leave extends beyond 30 calendar days on ground of prolonged illness or unusually serious circumstances, the leave application shall be submitted to the Chairman, Senate for approval. Consideration will be given to students who give prior and continuous information either directly or through parents with a recommendation of Head of the Department.
- 9.5 It is possible for a student to get leave of absence in the following cases:
a) Illness of the student based on prescription of 'Unfit for class' by Institute Medical Officer or on hospitalization and post hospitalization rest approved by attending physician of the Institute recommended hospital / government hospital. It may note that such advice of rest is not sufficient for missing examinations, for which a specific recommendation must be obtained.
b) A family calamity demanding absence of the student (documentary proof is to be submitted by the student).
c) Participation in inter-NIT or other national level student competitions inside or outside the Institute. A copy of the appropriate office order must be enclosed with the application.
d) For academic work or presentation of papers related to final year project or if the project involves visit to industry or other institutes or to participate in a conference.

e) For officially arranged placement programmes on recommendation of Head, TPSW.

It should also be appreciated that a single student is unlikely to require all the categories of leave listed above during all the semesters.

9.6 Family functions, illness of family members, participation of student activities, such as, organizing functions, preparing for other examinations (including supplementary examination of the Institute) or searching of jobs are not adequate grounds for leave of absence from classes.

9.7 Following rules will be applicable for theory courses to a student having attendance below 75%.

- a) For attendance <75% but not <50% - reduction of one grade.
- b) For attendance <50% but not <25% - reduction of two grades.
- c) For attendance <25% - debarred from end semester examination.

(Amended in 53rd Senate on 13.05.19)

9.8 If, because of personal leave or official duty, a teacher is unable to hold a class on the scheduled hour, he will hold the compensating class(s) at a mutually convenient hour. A teacher may communicate with his class by announcing in the class, through messages on institute and hostel notice boards or through e-mail. Attendance in these compensatory classes is mandatory for every student.

9.9 A teacher, at his discretion, may hold additional classes beyond what is originally scheduled, particularly when several classes are lost due to holidays or suspension of classes. Attendance in these classes is also mandatory for the student.

9.10 At the end of a semester and before commencement of End term examination, the concerned teacher will upload the attendance of all students in the Institute Academic Module, such that attendance rules as in Clause 9.7 be utilized for conversion of marks to grades.

10.0 Leave Rules

10.1 Post graduate students with scholarship are eligible for a period of maximum 30 days of leave in a calendar year, subject to fulfillment of attendance norms.

10.2 There shall be no summer or winter vacation for PG students with scholarship.

10.3 For part of a year, the entitlement will be on pro-rata basis.

10.4 Absence without obtaining prior sanction of leave from the HOD shall be considered as an act of indiscipline and shall also entail reduction of scholarship on a pro-rata basis, besides any other action that may be decided by the Institute.

10.5 Any absence over and above the prescribed limit of admissible leave (as in Cl. 10.1) shall entail deduction from the scholarship, besides other actions as may be decided by the Institute.

- 10.6 i) Request for the sanction of leave, formal application should be addressed to the HOD in the before availing any leave excepting exigencies.
- ii) The HOD and his/her office would take care of the leave applications and approvals. The same office would also keep the records of the leave as usual and submits the attendance report to the appropriate authority for scholarships or other grants.
- iii) In case of medical leave, the Institute Medical Officer must endorse the medical certificate.
- iv) All leave application must be filed within 3(three) working days after joining.

11.0 Assessment of Performance and Grading System

- 11.1 Performance of a student shall be assessed throughout the semester and assessment in a course will be made based on his/her performance.
- 11.2 a) The evaluation system shall be based on relative grading. The concerned teacher shall assign the marks based on statistical distribution (to be decided by the concerned faculty), and upload it in the academic module of Institute automation system. A signed copy of the same has to be submitted to the Academic Section for record.
- b) Conversion to letter grade, from the submitted marks by the concerned teacher, shall be made by the automation system following the guidelines given in Appendix- II.
- c) The failure cases (that is, the cases of student obtained 'F' grade) are to be determined as explained in Appendix-II.
- d) A Semester Grade Point Average (SGPA) will be computed for each Semester. The SGPA will be calculated following the guidelines given in Appendix-III.
- e) At the end of completion of the program, a Cumulative Grade Point Average (CGPA) will be computed for each student following the guidelines as in Appendix-III.
- (Amended in 53rd Senate on 13.05.19)*
- f) For assessment of a student in a particular subject the components with respective weights, assigned to these will be as under:

Components		Weightage
Continuous Assessment (CA)	-	15%
Mid Term Examination	-	25%
End Term Examination	-	60%

(Amended in 53rd Senate on 13.05.19)

- g) The CA Component shall be of 15 marks based on Tests/Quiz/Assignments or any other method as deemed fit by the concern faculty member. Evaluation method of this component should be intimated to the students. Initiative should be taken to ensure qualitative improvement of the student on the course throughout the semester.

(Amended in 53rd Senate on 13.05.19)

- h) The Mid Term Examination shall be of 1.5 hours (90 minutes) duration and the end term examination shall be of 3 hours (180 minutes) duration.

(Amended in 53rd Senate on 13.05.19)

i) For assigning marks in the sessional courses, the relevant components that may be considered are: day-to-day work, regularity, tests (at least one), assignments, viva-voce etc. Percentage weights of the different components in deciding the final marks are to be announced before the students at the beginning of the semester.

j) Deleted [*incorporated in clause 12.6*]

(Amended in 53rd Senate on 13.05.19)

11.3 Project Work:

i) The Project is an important component of the Post Graduate academic programme. It gives an opportunity to the student to express his/her creative talents and prepare for his/her future career.

ii) The DPAC will invite research topics from its own faculty. Faculty members may propose topics, singly or in collaboration with a colleague from the same or the other department. A co-supervisor from industry or other reputed institution may also be accepted. The DPAC will assign the topics to the students. Each topic may be taken by a single student (M Tech / MBA / M Sc / MSW) or in single/ a group of 2/3 students for MCA.

iii) The Institute encourages research projects in collaboration with reputed industry, R&D organizations and other reputed educational institutions (such as IISC, IITs, NITs etc). Such projects must be proposed and actively pursued by the HOD with the support of faculty supervisor/course coordinator, instead of being a private arrangement between the student and the external Institution. The supervisor shall propose to DPAC a co-supervisor from the collaborating institution. The student may accept financial support from the external institution, to offset the additional cost of travel, and living expenses. But he cannot accept a second fellowship/scholarship while enjoying a fellowship from the Institute. The Institute specifically discourages research project in industry where a student works in an organization without active participation by his supervisor in pursuing the research topic.

The project work has to be collaborative in nature with research supervisors from both organizations. The student can spend a maximum period of six months (for project duration of two-semester) or maximum period of three months (for project duration of one-semester) in other institution/ university/ research institute/ industries. In very special cases, the duration of stay in the collaborative institute may be extended with the approval of the Chairperson, Senate. The attendance of the student during his/her stay outside shall be sent to the department by the supervisor from other organization.

The resulting intellectual property rights will be shared by the participating institutions.

iv) The student is required to submit formal project report at the end of the final semester in the form of a well bound thesis.

v) The HOD would constitute a Project Evaluation Board as recommend by DPAC, which will assess the individual project work. External expert(s) from any Research /industrial organization or Technical Institution offering similar degree would be one of the members of Project Evaluation Board in the final semester. Each external expert shall not evaluate more than 10 students and a department shall not invite more than 3 external examiners for each M Tech programme, 5 external examiners for MCA programmes, 2 external examiners for MSc/ MSW programmes and 5 external examiners for MBA programmes. The external examiner

from the industries must possess the academic degree for which he is invited to act as external examiner.

vi) The weightage for evaluation will be as under:

Final semester:

Supervisor– 50%; External examiner– 30%; rest of the board of examiners– 20%

Other semesters:

Supervisor–60%; Rest of the board of examiners– 40%

For seminar and viva voce, evaluation shall be made uniformly by all members of the board.

vii) On completion of evaluation, the DPAC shall decide the marks awarded. If the performance of a student is unsatisfactory, the committee may recommend either,

a) Rewriting of report and submission for re-evaluation. The resubmitted thesis will be re-evaluated by the DPAC and the marks shall be submitted to the Academic Section at least 4 days before the date of publication of results. Or

b) Repetition of the project in the following academic session.

11.4 Based on the final CGPA, a student shall be awarded

i) Ist Class, if the CGPA is equal to or more than 6.50 and

ii) IInd Class, if the CGPA is equal to or more than 5.00 but less than 6.50.

11.5 The Grade Report shall be issued to the student against each regular semester examination. It shall contain the letter Grade for each course, SGP, SGPA and CGPA information.

11.6 The Grade Report shall also be issued to the student appearing Supplementary Examination. It shall contain the revised letter grade of the subject(s) marked 'F' or 'X' only in Regular Examination and revised SGP, SGPA and CGPA information.

11.7 Deleted [*incorporated in clause 12.18*]

12.0 Examination

12.1 For each theory course of any academic semester there will be a mid-term and an end- term examination, conducted by the respective department. Each teaching department will send the list of paper setters & examiners to the Academic Section by middle of August (for odd semester) and by middle of February (for even semester).

12.2 A student will be allowed for appearing in an end-term examination only if he/she has:

a) Passed in the sessional course,

b) Paid all Institute dues of the semester,

c) Paid all hostel and mess dues of the semester. Warden, Hall of Residences shall forward the list of defaulters at least one week before the commencement of examination.

d) Not been debarred from appearing in the examination as a result of any disciplinary proceeding.

Academic Section will prepare a defaulter list based on the received information from the departments and the Warden, Hall of Residences. The registered candidates, whose names do not appear in the defaulter list, are eligible for appearing at the end-term examination. No separate ADMIT CARD will be issued for such purpose. However, Institute Identity Card has to be carried positively in the examination hall.

- 12.3 a) Appearing both the mid-term and the end-term examination of theory courses is compulsory.
- b) If a student fails to appear in the mid-term examination without any valid reason he/she should get zero for that component. If he/she, however, misses an examination due to compelling reason, concerned Head of the Department may permit the student to sit for alternative mid-term examination. Concerned teacher(s) shall arrange for alternative mid-semester examination based on the convenience of both the teacher(s) and the student.
- c) If a student fails to appear at the end-term examinations, he/she will be declared 'Failed' in that subject and will be permitted to appear at the supplementary examination with a penalty of reduction of one letter grade, but not less than P. However, if a student misses the end-term examination due to a compelling reason like, serious illness of himself/herself or a calamity in the family, he/she may appeal to the Dean (Academic), through his/her Head of the Department for permitting himself/herself to appear at the supplementary examinations before the publication of the semester result explaining the reason of absence with proper documents. A subcommittee consisting of the following members may, after examining the documents and being convinced about the merit of the case, recommend for permitting him/her to appear in the supplementary examinations without any penalty reduction of grade, condoning his/her absence:
- i) Dean (Academic) - Chairman
 - ii) Dean (Student Welfare) - Member
 - iii) Associate Deans (Academic & Examination) - Members
 - iv) Medical Officer (for medical cases) - Member
 - v) Concerned Head of the Dept. - Invitee
 - vi) Deputy/Assistant Registrar (Academic & Examination) - Secretary
- (Amended in 53rd Senate on 13.05.19)*
- d) The student will be given an 'I' grade (Incomplete) till the supplementary examinations are conducted.
- e) In case of prolonged illness of a student, if he/she misses both the end-term examination and its supplementary, the student must register for the courses as a backlog paper. In that case the student shall be awarded an 'I' grade till he clears the subjects. He/she should make an application with relevant supporting documents to the Dean (Academic) through the HOD within three days from the date of examination missed explaining there as on of absence. Such cases should be reported to the Senate for consideration.
- 12.4 Students will be permitted to appear in the examinations in only those courses for which they have registered at the semester.
- 12.5 Deleted. *[Incorporated in clauses 11.2(h) and 11.5]*
- 12.6 The marks obtained by the students in a course shall be uploaded in the academic module by the teachers as per academic calendar and a printed copy of the marks submission duly signed be submitted to the Associate Dean (A & E) for the record.
- 12.7 If a student is dissatisfied with his/her grade in a course, he/she may bring it to the attention of the teacher within the stipulated date as per academic calendar. The teacher may change the grade if he finds an error in evaluation.

- 12.8 Any change of grade of a student in a course, consequent upon detection of any genuine error of omission and/or commission on part of the concerned teacher, is forwarded through the Head of the concerned Department to the Associate Dean (A&E), within one week from the date of commencement of the next Semester. There is no limit on how early a teacher can show the evaluated scripts to the students.
- 12.9 For the benefit of and as a process of learning by the students the scripts after correction of all class tests, mid-term evaluations, home assignments and end-term evaluation etc. be shown to the students within 4 weeks from the date of tests/submissions/examination.
- 12.10 The course teacher/HOD shall prepare a list of students failed in sessional/laboratory course(s) and send the same to the examination section at least a week before the commencement of end-term examination. Such students will be debarred from appearing at the end-term examination. No special examination will be available for laboratory/sessional subjects.
- 12.11 A student fails in the sessional course(s) has to repeat the semester and need to study the courses offered by the department for the next batch of students. In case of any repetition of the course(s), the Head of the Department may prescribe a suitably relevant alternate course for the student.
- 12.12 In order to provide opportunity to the students who failed (obtained an 'F' grade) in one or more courses due to not being able to score higher than the cut-off marks in the theory components in end term examination, supplementary examinations equivalent to the end-term examination shall be arranged. The examination will be conducted by the respective departments as per Academic Calendar (normally within 3-4 weeks after commencement of next semester).
- 12.13 The teachers shall upload the actual marks obtained by the students in a subject in the supplementary examination in the academic module within seven days from the date of holding the examination. The reduction of grade (due to penalty) will be taken care by the academic module itself. A signed copy of the marks shall also be submitted to the Associate Dean (A& E). Change of Grade after publication of Supplementary Examination result is not permissible. A Teacher shall show the evaluated scripts to the students before submission of marks.

(Regulations relating to the supplementary/backlog examination are given in Appendix-IV)

- 12.14 The teachers are expected to retain all answer scripts, assignments and laboratory records for a period of three months from the starting of classes in the next semester. After that the material may be disposed of, except for the students who have filed a complaint. In case of complaint filed before the expiry of three months, the material need to be saved till all disputes are settled and final grade is awarded. The concerned teacher may handover the relevant material to his/her HOD for safekeeping. The teacher, at his discretion, may keep photocopy of the same.

- 12.15 The examination section will place the consolidated results of all examinations before the PGAC, which will examine them and recommend to the Senate for approval. In case of Senate meeting is delayed, the recommended result can be published with the approval of the Chairperson, Senate. The Senate may ratify the same in its next meeting. The Senate has the authority to rectify any mistake in the results, even if the Chairperson, Senate already approves them.
- 12.16 When the situation so demands, e.g. large number of students failing in a course, the Institute may decide to offer remedial classes to students with an F grade. The courses will be offered when a minimum number of students registered by paying requisite fees are 10 (ten) per course. The course will start immediately after reopening of new semester, generally beyond the schedule class hours of the Institute and weekends. A maximum of 20 class hours shall be conducted in a course before the start of supplementary examinations. Students who missed the end- term examination due to serious illness or family calamity may also attend in the course.
- 12.17 Intending students must submit their application along with the payment of necessary fees through his/her Head of the Department to the Academic Section.
- 12.18 The PGAC shall have the power to quash or rectify the result of a candidate (even after it has been published) if it is found
- that he/she was not eligible to appear at the examination
 - he/she used unfair means in the examination
 - mistake in his/her result.

13.0 Graduation Requirement & Convocation

- 13.1 In order to qualify for a Post Graduate degree of the Institute covered under these Regulations a student must
- Complete all the credit requirements for the degree, as laid down in the prescribed curriculum of the discipline, with a minimum grade 'P' scored in every subject.
 - Obtain a CGPA of 5.00 or higher at the end of semester in which he/she completes all the requirements for the degree.
 - Have cleared all dues of the Institute, the Hall of Residence, the Library and the Department.
- 13.2 The minimum total credit requirements that has to be satisfactorily completed for the award of degree will be same for all branches and will be fixed up by the Senate.
- 13.3 The normal and maximum permissible duration in consecutive semesters for a student to complete all the requirements of the degree are shown below.

Degree	Duration (Semesters)	Maximum permissible duration (Semesters)
M Tech	4	6
M Sc	4	6
MBA	4	6
MCA	6	8
MSW	4	6

- 13.4 The award of degree must be recommended by the Senate.
- 13.5 Convocation: During the Convocation, degree will be awarded in person to the students who have graduated during the current academic year. Degree will be awarded in absentia to such students who are unable to attend the Convocation. Students are required to apply and register separately for the Convocation along with the prescribe fee.
- 13.6 Medals and awards: Medals and awards shall be given to the deserving students every year in the convocation of the Institute. A student recommended for award of a medal should have ordinarily cleared all papers in single chance and should not have been awarded any punishment by the Institute's Disciplinary Committee during his career. The medals awarded by the Institute based on academic performance are the following:
- 1) Institute Gold Medals: These medals are awarded to the students securing the highest CGPA in the respective academic programme. If the highest CGPA is secured by more than one student of a program, i.e. if there is a tie, SGPA of previous semesters will be considered till the tie is broken.
 - 2) Endowment Gold Medals: These medals are awarded by donors to students in appreciation of their academic performance. The rules and procedures are to be approved by the Senate in case-to-case basis. If the highest CGPA is secured by more than one student of a program, i.e., if there is a tie, SGPA of previous semesters will be considered till the tie is broken. In case the highest CGPA student(s), in a particular branch(s), could not clear all papers in single chance or been awarded punishment by the Institute's Disciplinary Committee, no other student(s) will be awarded with Institute Gold Medal for that branch(s). Similarly, Institute Gold Medal for Best Graduate will not be awarded to others on above ground.
- However, if a student misses the end semester examination due to a compelling reason like serious illness of self or a calamity in the family, and has her/his absence condoned by a duly constituted committee as specified in Clause 12.3(c), s/he may also be considered for the award of medals subject to the fulfillment of other conditions.
- (Amended in 53rd Senate on 13.05.19)*
- 13.7 On publication of final results a student will be issued a provisional certificate signed by Dean (Academic) on behalf of the Director. The final degree will be signed by the Chairman, Senate and Chairman, Board of Governors.

14.0 Scholarship

- 14.1 M. Tech students admitted through central counselling (CCMT) are entitled to get scholarship governed by the rules of MHRD time to time.
- 14.2 All students receiving scholarship will be required to assist the Department in teaching activity (sessional, laboratory etc.) and other academic activity; the quantum of such contribution being decided by the administration from time to time. However, HOD shall ensure that due to such assignment the students do not miss their classes.
- 14.3 The scholarship will be withheld if a student has to appear for a supplementary examination, and the scholarship will be resumed with arrears on his/her successful passing of the supplementary examination. In case s/he is not able to clear the supplementary examination

and gets a backlog, his/her scholarship will be terminated though s/he will continue his/her studentship without scholarship as per the norms in the PG regulation.

(Amended in 53rd Senate on 13.05.19)

- 14.4 If a student abandons his study prematurely he will be required to surrender the scholarship received, without interest. In case of being terminated due to poor performance, normally there shall be no recovery. But, if the DPAC is convinced that the student consciously performed poorly only to avoid paying back the fellowship received, it can still recommend recovery of the fellowship paid. In both cases, the institute will normally not pursue the recovery, e.g. through a law court, but will deny certificates and other privileges if requested by the student.
- 14.5 A student remained absent without sanctioned leave will entail loss of scholarship for the period of absence and may result in the termination of the students' academic program.

15.0 Exceptions & Dispute Resolution

- 15.1 Notwithstanding anything stated in the rules, the Senate can make special provisions and exceptions depending on the merit of a case. Such cases shall not be cited as precedence in future occasions of similar nature.
- 15.2 In emergency situations, the Director in capacity of the Chairman of the Senate, can exercise powers of the senate and discharge the functions of the Senate. Such decisions must be reported to the Senate at its next meeting.
- 15.3 Whenever a dispute arises regarding interpretation of one or more provisions of these rules, the matter shall be referred to the Board and the interpretation given by the Board shall be considered correct and final. For any matter pertaining these rules if the Board is of the opinion that there is inadequate coverage in these rules, the Board shall have the power to take all such matters as it deems necessary or expedient for the purpose of maintaining and/or improving the standard and quality of the programs run by the Institute. The Board also may, in the exercise of its powers and functions under the rules, issue directions to any student, teacher or officer and such student, teacher or officer shall be bound to comply with such directions.

16.0 Appendices

- 16. I RULES REGARDING CONDUCT AND DISCIPLINE
- 16. II GUIDELINE FOR AWARDING OF LETTER GRADE
- 16. III GRADING SYSTEM
- 16. IV RULES REGARDING SUPPLEMENTARY/ BACKLOG EXAMINATION
- 16. V RULES REGARDING PUNISHMENT FOR ADOPTION OF UNFAIR MEANS IN
EXAMINATION
- 16. VI DEPARTMENTAL POSTGRADUATE ACADEMIC COMMITTEE (DPAC)
- 16. VII POSTGRADUATE ACADEMIC COMMITTEE (PGAC)
- 16. VIII CENTRAL ADMISSION COMMITTEE FOR PG PROGRAMMES
- 16. IX PROGRAMME COORDINATOR

Appendix- I

RULES REGARDING CONDUCT AND DISCIPLINE

Following rules shall be in force to govern the conduct and discipline of all students:

1. Students shall show due respect to the teachers of the Institute, the Wardens of the Halls of Residence, the Officers of the Games & Sports and the Officers of the National Cadet Corps; proper courtesy and consideration should be extended to the employees of the Institute and of the Halls of Residences. They shall also pay due attention and courtesy to visitors.
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.
3. Law bans ragging in any form. Any act of physical and mental pressurization of junior students, individually or in group, will be considered as an act of ragging. Ragging also includes forcing junior students to meet seniors outside institute premises, or in places where a student has no valid reason to be present, asking irrelevant questions or using abusive language. Ragging will be considered as gross indiscipline and will be severely dealt with, which may include expulsion from the institute. If a student yields to any form of ragging by senior students and does not inform the hall or institute authorities, or willfully withholds the information in an enquiry of ragging incident, the matter will be treated as indiscipline on the part of the junior student and invite punishment comparable to those against ragging itself.
4. The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
 - i) Furnishing false statement of any kind in the form of application for admission or for award of scholarship etc.
 - ii) Displaying lack of courtesy and decorum; resorting to indecent behavior anywhere within or outside the campus.
 - iii) Willfully damaging or stealing or moving any property/belongings of the Institute, Hall or fellow students.
 - iv) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
 - v) Adoption of unfair means in the examinations.
 - vi) Organizing or participating in any group activity in company with others in or outside the campus without prior permission of the Dean of Students' Affairs.
 - vii) Mutilation or unauthorized possession of library books. Resorting to noisy and unseemly behavior, disturbing studies of fellow students.
 - viii) Not intimating his/her absence to the warden of the hall before availing any leave.Commensurate with the gravity of the offence, the punishment may be reprimand, fine and expulsion from the hall, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.
5. For an offence committed (a) in the Department or a classroom, (b) in a Hall of Residence and (c) elsewhere, the class teacher / Head of the Department, the Warden and the Dean of Students' Welfare, respectively, shall have the authority to reprimand or impose fine or take any other suitable

measures. All cases involving punishment other than reprimand shall be reported to the Chairman, Standing Disciplinary Committee.

6. Cases of indiscipline in a classroom or laboratory can be handled by the class teacher by expelling from the class, marking absent for a few classes or penalizing on marks under Teacher's Assessment.

7. Any act of indiscipline in a Hall of Residence will be investigated by a Hall Disciplinary Committee consists of the following members:

- i) Chief Warden - Chairman
- ii) Wardens of the respective Hall of Residence - Member
- iii) Faculty Adviser(s) of Students' Gymkhana - Member(s)
- iv) General Secretary of Students' Gymkhana - Member

The committee shall recommend appropriate measures in each case to the Dean (SW)/ Chairman of the Senate for imposing the punishment.

8. (a) All major acts of indiscipline (other than act of ragging), which may have serious repercussion on the students in general and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Standing Disciplinary Committee appointed by Senate. The Standing Disciplinary Committee consists of the following ex-officio and other members:

- i) Dean (SW) - Chairman
- ii) Chief Warden - Member
- iii) Head of concerned department - Member
- iv) Warden(s) of respective Hall – Member(s)
- v) One member of faculty nominated by the Senate, by rotation for two years – Member
- vi) Two representatives of Students Gymkhana - Member(s)
- vii) Faculty Adviser, Students' Gymkhana – Member Secretary

(b) The Standing Disciplinary Committee shall investigate complaints, examine available evidence and award punishment.

(c) Proof of guilt need not necessarily be at the same level as necessary in a court of law. The committee, in order to protect the academic rights of a greater body of students, may award disciplinary measures if it is reasonably satisfied that such measures are in the greater interest of the students. Recommendation of the committee, which will include the suggested punishment in cases of guilt proven, will be forwarded to the Chairman of the Senate for necessary action.

9. Cases of adoption of unfair means in an examination shall be dealt with by the Examination Disciplinary Committee consisting of the following members:

- i) Dean (Academic) - Chairman
- ii) Head of the Department to which the student belongs – Member
- iii) Associate Dean (A&E) – Member
- iv) The invigilator(s) reporting the case – Member
- v) The Paper-setter(s) and concerned Examiner(s) – Members
- vi) Deputy /Assistant Registrar (Academic) - Secretary
- vii) The committee shall recommend appropriate measures in each case as per Appendix –V to the Chairman of the Senate for awarding the punishment.

10. (a) As per Clause 6.3 of the UGC's Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009 the reported cases of ragging shall be handled by the following Anti - Ragging Committee:

- i) Director - Chairperson
- ii) Nominee of Commissioner of Police, Asansol-Durgapur Commissionerate - Member
- iii) Nominee of Sub-Divisional Officer, Durgapur - Member
- iv) NGO (Nominated by the Senate) - Member
- v) Member of Press (Nominated by the Senate) - Member
- vi) Representative of Parents (Nominated by the Senate) - Member
- vii) Deans - Members
- viii) Medical Officer of the Institute - Member
- ix) Chief Warden - Member
- x) Representative of Students of Fresher's category - Member
- xi) Representative of Senior Students- Members
- xii) (one each from 4th year, 3rd year B. Tech and PG)
- xiii) Registrar - Member Secretary

(b) Monitoring Cell on Ragging:

- i) Dean (SW) – Chairman
- ii) Associate Deans (SW) – Members
- iii) Chief Warden – Member
- iv) Wardens, Hall of Residences – Members
- v) Faculty Advisor(s) (Students' Gymkhana) – Member(s)
- vi) Physical Training Instructor – Members
- vii) Representatives of Students' Gymkhana—Members
- viii) Security Officer – Member Secretary

(c) Activities after Ragging is noticed by an individual

Sl. No.	Action	Time for First Information within	By
1	Inform Dean (SW) / Chief Warden	One (01) hour	Concerned Individual
2	On the spot preliminary enquiry by Monitoring Cell and submission of Preliminary report to the Director	Twelve (12) hours	Monitoring Cell
3	Decision regarding filing of FIR	Twenty four (24) hours	Director
4	Detailed enquiry & submission of	Six (06) days	Anti- Ragging Committee
5	Imposition of Penalty	Seven (07) days	Anti- Ragging Committee

11. Acts which may be classed as 'crimes' rather than acts of indiscipline will be reported to the state authorities; they include such as causing serious injury to fellow students or others, causing major damage to Institute property, being involved in activities prejudicial to national security or to that maintaining communal harmony etc.

12. Ordinarily minor disciplinary offences and punishments will not be reflected in a students' Conduct Certificate. But in a serious case, Disciplinary Committee, the Director or the Senate may decide to enter an appropriate entry in the Students' Conduct Certificate.

Appendix- II

GUIDELINE FOR AWARDING OF LETTER GRADE

1. In general there shall be no rigid marks-to-grade linkage. Difficulty levels of the examination. Tests, assignments, viva-voce and other factors that contributed to the final marks are to be considered by the teacher(s) of the respective course while converting marks into letter grade.
2. a) The grade F and Ex are to be considered as bench mark grade. The cut off marks below which a student would be assigned as F grade is 35 for theory papers and 50 for Sessional papers.
(Amended in 53rd Senate on 13.05.19)
b) The exceptionally brilliant performance is to be assigned as 'Ex' grade. Even the best student of any class needs to be good enough to be awarded the 'Ex' grade.
c) Conversion from marks to grade shall be done using the table given below. However, the teacher may on his/ her perception of difficulty level of assessment process undertaken, alter the boundary / cut off marks by ± 2 marks.

7-SCALE GRADE SYSTEM

(Full Marks of Theory / Sessional / Laboratory Course = 100)

Range of marks scored	Performance	Grade awarded	Grade Point Per credit Unit
90 and above	Excellent	Ex	10
Between 80 & 89	Very good	A	9
Between 70 & 79	Good	B	8
Between 60 & 69	Fair	C	7
Between 50 & 59	Average	D	6
Between 35 & 49	Pass	P	5
Below 35	Fail	F	0

(Amended in 53rd Senate on 13.05.19)

3. DAC would moderate the results of the different section of the class, if wide disparity in performance across sections were observed.
4. Actual grade obtained by a student shall be following Cl. 9.7.
5. All the requirements for the sessional classes are to be satisfied by a student within deadline set up by the teacher/ HOD before the start of the end-term examination. If a student, due to a genuine reason, like, illness of him/herself or calamity in the family, cannot complete a particular component, the teacher/ HOD may allow to complete that particular component within a stipulated date failing which he/she will be allocated temporarily I-grade. However, the requirement in any case has to be fulfilled within one week after the end of the end-term examination and the grade be finalized.
6. There is no provision for supplementary examination/backlog in the sessional courses. If the student cannot clear the sessional course, he/she will be declared 'Failed' and has to repeat the semester.

Appendix- III

GRADING SYSTEM

1. As a measure of performance the grading system given in Appendix II and the corresponding grade points per credit shall be followed. In addition, there are four transitional grading symbols, which are to be used to indicate special position of the student in a subject.

I	- Incomplete assessment
X	- Absent
RA	- Reported Against
W	- Withheld

(Amended in 53rd Senate on 13.05.19)

2. Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA) are the index of the performance of a student in a particular semester and overall up to the end of the last completed semester respectively. Those will be computed for each semester as follows:

Grade point per course = Credit unit of the course × Corresponding Grade point per credit unit.

SGPA= (Summation of Grade Points earned in all courses / Total credit unit) of the semester.

CGPA= (Cumulative Grade Point / Cumulative credit unit) of all the courses up to the current semester.

MAXIMUM POSSIBLE 'SGPA' AND 'CGPA' IS 10.00

3. At the end of the program, the computed CGPA is the final CGPA.

Appendix- IV

RULES REGARDING SUPPLEMENTARY/ BACKLOG EXAMINATION

1. The student eligible to appear a supplementary examination in a course if he/she had actually appeared at the last end-term regular examination in that subject and obtained the grade 'F' or could nor appeared at the last end-term regular examination and awarded 'X'.
2. The student eligible to appear a backlog examination in a course if he/she had actually appeared at the last end-term supplementary examination in that subject and obtained the grade 'F' or could nor appeared at the last supplementary examination and awarded 'X'.
3. Intending students to appear in the supplementary/backlog examination must submit their application form duly filled in and countersigned by the HOD concerned, along with the necessary fees (if any) to the Academic Section on or before the due date as announced by a notification.
4. The supplementary/ backlog examination shall be held as per schedule of the Academic Calendar.
5. The grade in the course scored by the student appearing in the supplementary/ backlog examination will be computed, unless exempted as per Clause 12.3(c), with one letter grade lower than the actual grade he/she scored, but not below the grade 'P' remains unaltered, as elucidated in the table. The examiner will upload the actual marks in the academic module and the module will take care of the grading.

Grade obtained on entering the marks	Grade to be awarded by the academic module
Ex	A
A	B
B	C
C	D
D	P
P	P
F	F

5. While considering grade of a student, the attendance issue as per Clause 10.7 shall also be considered with no exceptions as per Clause 12.3(c).
6. The MARKS awarded to the students be uploaded in the academic module by the examiner within the stipulated time as per the Academic Calendar. The computation of grade as explained above will be done by the module itself.
7. The SGPA and the CGPA of the semester on clearing the supplementary/ backlog subjects will be computed in conjunction of the subjects cleared in the regular examination.

Appendix- V

RULES REGARDING PUNISHMENT FOR ADOPTION OF UNFAIR MEANS IN EXAMINATION

1. All incidences of unfair means must be reported in writing with relevant documents, wherever possible, by the Invigilator to the Dean (Academic) for further action.
2. The Examination Disciplinary Committee (clause 16. II. 9) will sit to consider the disciplinary action to be taken according to the following broad guidelines:
The punishment for adopting unfair means in examinations may range from cancellation of the examination paper to back paper with a decrease of two letter grades but not below 'P' in the successful attempt to clear the subject. The academic disciplinary committee was empowered to take a decision based on their discretion.

(Amended in 50th Senate on 18.05.2018)

Appendix- VI

DEPARTMENTAL POSTGRADUATE ACADEMIC COMMITTEE

There shall be one Departmental Postgraduate Academic Committee (DPAC) in each Department, which shall be responsible for smooth functioning and monitoring of all Post graduate academic activities relating to the department.

Composition

1. Head of the Department- Chairperson
2. All regular faculty members of the Department- Members
3. One external expert in the concerned area(s) from the Faculty Members of nearby IIT/ NIT/ University/Industry- Member

One of the faculty Members nominated by Chairperson shall act as convener/ secretary, the tenure of whom shall be two academic years. The duty of the convener/ secretary shall be to

- i) conduct at least two meetings each semester in consultation with Chairman as and when needed,
- ii) record and ventilate the proceedings of the meeting to Dean (Academic) and
- iii) maintain separate register to record the minutes of all the meetings.

Power and duties of DPAC

1. To decide and approve the course structure including the syllabi, distribution of papers and the textbook and reference material for the subjects offered by the department.
2. To consider the satisfactory/ unsatisfactory attendance and performance of students reported by course teachers and recommend for appropriate action.
3. To approve the names of paper-setter, project/thesis supervisor and examiner(s) in the relevant course and to send the list to academic section for necessary action.
4. To review the cases of weak students and decide appropriate actions.
5. To consider the marginal cases of failure and recommend.
6. To consider any change of grade of a student in a particular subject due to any omission/ commission and recommend.
7. To recommend the panel of experts.
8. Load distribution among the faculty of the Department.
9. To ensure awareness among internal and external stakeholders about Vision, Mission and Program Educational Objectives (PEOs). Periodical meetings may be called and record the attainments of Course Outcomes (COs) to Program Outcomes (POs).
10. Any other academic affair as referred by the Senate.
11. To note and approve the action taken by Postgraduate Programme coordinator of the Department, the duties of whom shall be as stated in Appendix-IX.

For inter-departmental course taught by more than one teacher of two or more than two departments, all the academic matter related to that course shall be dealt by the DPAC of the Department from where the course is being offered.

The DPAC shall meet often as necessary.

Appendix- VII

POST GRADUATE ACADEMIC COMMITTEE

The Post Graduate Academic Committee (PGAC) is the apex committee under the Senate to look after all the postgraduate academic activities.

Composition:

1. Dean (Academic) - Chairman
2. Dean (Planning & Development) - Member
3. Dean (Students' Welfare) - Member
4. Dean (Faculty Welfare) - Member
5. Associate Dean (A&E) – Member
6. Member Secretary, Senate- Member
7. H.O.D. of the PG offering Departments - Members
8. One Representative from IITs/NITs - Member
9. One Representative from Industry - Member
10. Deputy Registrar (A&E) - Secretary

The tenure of the external members in the PGAC shall be for a period of three years.

Power and Duties:

- i) To consider the recommendations of the Departmental Postgraduate Academic Committee (DPAC) on matters relating to postgraduate programme and to make suitable recommendation to the Senate for its approval.
- ii) To frame and revise curricula for the postgraduate course of study.
- iii) To ensure that all norms and regulations pertaining to postgraduate programme are strictly followed.
- iv) To make periodic review of ordinances, regulation and instructions pertaining to the postgraduate programme and to recommend to the Senate any modification thereof.
- v) To review the academic performances and make suitable recommendation to the Senate regarding declaration of results, award of degrees etc.
- vi) To recommend to the Senate award, medal & prizes etc. to the students.
- vii) To prepare and approve the general time table (including academic activities, sports activities etc.) for the PG programme to be placed at the Senate for its ratification.
- viii) To conduct at least one meeting each semester and send the proceedings to the Member Secretary, Senate.

The quorum for each meeting shall be one-third of the total number of committee members exceeded by one.

Appendix- VIII

CENTRAL ADMISSION COMMITTEE FOR PG PROGRAMMES

Composition:

1. Dean (Academic) - Chairperson
2. Heads of all Departments awarding PG degree- Members
3. Associate Dean (Academic & Examination) - Member
4. Deputy Registrar (Academic & Examination) - Convenor

Power and Duties:

- i) To finalize the norms of admission.
- ii) To decide the admission timeline.

The quorum for each meeting shall be one-third of the total number of committee members exceeded by one.

Appendix- IX

PROGRAMME COORDINATOR

The Programme Coordinator (one per program) will be appointed by the HOD on rotation basis, who will be in charge of all the courses offered by the Department for a particular program.

Power and Duties:

- i) To verify the course details of each students offered by the Department before registration for each semester
- ii) To send the list of students to be registered for each course (semester wise) to HOD of the respective Department for onward transmission the same to Academic Section for necessary action.
- iii) At the end of the course, the marks awarded to the students by the teachers/faculties will be consolidated and the consolidated copy will be sent through HOD to Academic Section within specified days from the date of holding the Examination.
- iv) To ensure that PEOs are attained. Report to DPAC, if any corrective measure is necessary.

SOME IMPORTANT AND USEFUL TIPS

1. Do not miss the dates for registration.
2. You can get a study loan from any bank. Do not suffer or delay payment of Institute or Hall dues simply because your parents can afford the expenses.
3. Do not miss a class, be a theory class or a sessional/laboratory class, unless it is absolutely necessary.
4. Never indulge in ragging or encourage ragging.
5. Treat every person, inside or outside the campus, with due respect. Always address your teachers as Professor, instead of Mr/ Mrs.
6. In case of illness, go to the Institute medical unit (MU).
7. Keep your campus and hostels clean and green.
8. Be a responsible citizen. Avoid wastage of water and electricity in hostel and also in the Institute.
9. Do not allow yourself to harbor a narrow regional mentality. Fellow feeling is the essence of hostel life. Do not miss it.
10. Never feel afraid of sitting with your seniors and never feel insulted if a student of lower class sits with you.
11. Always walk with your head high; you are a student of NIT Durgapur, an institute of national repute.
12. Be disciplined and punctual. Do not encourage any unauthorized person in campus or hostel.