

**REGULATIONS**  
**for**  
**POST GRADUATE ACADEMIC PROGRAMMES**  
**(MTECH, MCA, MBA, MSC & MSW)**

**(Effective from the Academic Year 2017 – 18)**

**NATIONAL INSTITUTE OF TECHNOLOGY**  
**DURGAPUR**

## 1. 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 (M Tech/ 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. No.	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
7		Software Engineering
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	Humaities & Social Sciences (Coordinating)	Entrepreneurship & Innovations
14	Mathematics	Operations Research
15	Mechanical Engineering	Fluid Mechanics & Heat Transfer
16		Machine Design
16		Thermal Engineering
17	Metallurgical and Materials Engg	Metallurgy & Materials Technology
18	Physics	Advanced Materials Science & Technology

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

Sl. No.	Department	Program/Specialization
1	Chemistry	Chemistry
2	Mathematics	Mathematics with Computer Applications
3	Physics	Physics

### 1.3.3 MCA Programme - Three-year (Six-semester) - Department of Computer Applications

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

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 students belonging to SC, ST, OBC and PWD categories as per guidelines issued by MHRD.

2.6 A limited number of seats, upto 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 one week of start of classes, he/she will be deemed to have abandoned the program and his/her name shall be struck off rolls.
- 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
- (a) A certificate for proof of age
  - (b) Pass certificate of the qualifying examination
  - (c) Mark sheet of the qualifying examination
  - (d) Document verification certificate issued at reporting centre – original to be submitted
  - (e) Rank certificate – original to be submitted
  - (f) Migration certificate – original to be submitted
  - (g) Caste certificate issued by competent authority
  - (h) Citizenship certificate (for foreign students only)
  - (i) Passport (for foreign students only)
  - (j) 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. 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. 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 CCMT 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. 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. 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 (without and with late fine), 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 before registration. Once registered, no changes in the subject list shall be permitted.
- 6.4 Late registration may be permitted with late 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: a) due to failure in sessional course(s) or b) for adopting malpractice 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. Academic Calendar**

- 7.1 Each academic session is divided into two semesters: Autumn / odd semester (July - December) and Spring / even semester (January - June).
- 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, end-semester 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. Programme Structure**

- 8.1 The programme of instruction for each academic programme shall consist of:
- (i) Core courses (compulsory)
  - (ii) Elective courses
  - (iii) Sessional courses
  - (iv) Seminar
  - (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 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 upon 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 hrs of Laboratory/Sessional
  - (iv) Two credits for 3 hrs of Laboratory/Sessional
  - (v) Three credits for 5 or 6 hrs Laboratory/Sessional

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 permits.

- 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 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:
- Seminar shall be treated as a course for purpose of registration and evaluation.
  - 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. (Use **Form NITD/ACA-04** to apply for leave)
- 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:
- 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.
  - A family calamity demanding absence of the student (documentary proof is to be submitted by the student).
  - 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.
  - For academic work or presentation of papers related to final year project, if the project involves visit to industry or other institutes or to participate in a conference.
  - 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 examinations

of the Institute) or searching of jobs are not adequate grounds for leave of absence from classes.

- 9.7 Following rules will be applicable to a student having attendance below 75%:
- **Case 1:**  $65\% \leq \text{Attendance} < 75\%$  - the student will have to pay a condonation fee of Rs. 1000 (rupees one thousand) per subject for shortage of attendance.
  - **Case 2:**  $50\% \leq \text{Attendance} < 65\%$  - the student will have to pay a condonation fee of Rs. 2000 (rupees two thousand) per subject and his/her letter grade on the subject(s) for shortage of attendance will be reduced by one step leaving the 'P' grade as 'P' grade.
  - **Case 3:**  $\text{Attendance} < 50\%$  - the student will have to pay a condonation fee of Rs. 5000 (rupees five thousand) per subject and his/her letter grade on the subject(s) for shortage of attendance will be reduced by two steps leaving the 'D' grade as 'P' grade and 'P' grade as 'P' grade.
- 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.
- 9.12 At the end of a semester and before commencement of End Semester examination, the concerned teacher will upload the attendance of all students in the Institute Academic Module, such that attendance rules as in Cl. 9.7 be utilized for conversion of marks to grades.

## 10 Leave Rules:

- 10.1 PG students 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.
- 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. 10.6) shall entail deduction from the scholarship, besides other actions as may be decided by the Institute.
- 10.6
1. Request for the sanction of leave, formal application should be addressed to the HOD in the before availing any leave excepting exigencies.
  2. 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.
  3. In case of medical leave, the Institute Medical Officer must endorse the medical certificate.
  4. All leave application must be filed within 3(three) working days after joining.



## 11. Assessment of Performance and Grading System

11.1. Performance of a student shall be assessed throughout the semester and assessment in a subject 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 following the guidelines given in Appendix- III.

(b) Next the failure cases (that is, the cases of student obtained 'F' grade) are to be determined as explained in Appendix-IV.

(c) A Semester Grade Point Average (SGPA) will be computed for each Semester. The SGPA will be calculated following the guidelines given in Appendix-IV.

(d) 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-IV.

(e) For assessment of a student in a particular subject the components with respective weights, assigned to these will be as under:

Components	Weights
Continuous Assessment (CA)	20%
Mid-Term Examination	30%
End-Semester Examination	50%

(f) The CA component shall include 5 marks for attendance and 15 marks based on tests/quiz/assignments. The weights of different components of CA are to be announced by the teacher at the beginning of the semester.

(g) The mid-term examination shall be of 2-hour duration and the end-term examination shall be of 3 hours.

(h) For assigning marks in the sessional subjects, 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.

(i) The teacher shall also upload the marks under CA in Academic module for use in future.

### 11.3. Project Work:

(i) The Project is an important component of the academic Programme. It gives an opportunity to the student to express his/her creative talents and prepare for his 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 student (M Tech / MBA / M Sc / MSW) or single / a group of 2/3 students (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 and the student can spend a maximum period of six months (for project duration

of two-semester) / 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 increased 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 one of the following:

(a) Rewriting of report and submission for re-evaluation. The resubmitted thesis will be 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.

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

11.4 Based on the CGPA, a student shall be awarded  
1<sup>st</sup> Class, if the CGPA is equal to or more than 6.50 and  
II<sup>nd</sup> 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 and SGPA 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' only in Regular Examination and revised SGP and SGPA information.

11.8. The PGAC shall have the power to quash or rectify the result of a candidate (even after it has been published) if:

(i) it is found that he/she was not eligible to appear at the examination

(ii) he/she used unfair means in the examination

(iii) a mistake is found in his/her result.

## 12 Examination

12.1 For each theory paper of any academic semester there will be a mid-semester and an end-semester examination, conducted by the respective department. Each teaching department will send the list of paper setters & examiners in Form NITD/ACA-05 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-semester examination only if he/she has:
- Passed in the sessional subjects
  - Paid all Institute dues of the semester
  - Paid all Hall dues of the semester. Warden, Hall of Residences shall forward the list of defaulters at least one week before the commencement of examination.
  - 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-semester 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 at the mid-semester and end-semester examination of theory courses is compulsory.
- b) If a student fails to appear in the mid-semester 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-semester 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-semester examinations, he/she will be declared 'Failed' and will not be permitted to appear at the supplementary examination; the student has to repeat the semester.

However, if a student misses the end-semester 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 in **Form NITD/ACA-06** for permitting himself/herself to appear at the supplementary examinations. He/she should make an application to the Dean (Academic) through the HOD within three days from the date of examination missed explaining the reason of absence. 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 with full credit condoning his/her absence:

- |   |   |           |
|---|---|-----------|
| i) Dean (Academic)                                      | - | Chairman  |
| ii) Dean (Student Welfare)                              | - | Member    |
| iii) Concerned Head of the Dept.                        | - | Invitee   |
| iv) Medical Officer (for medical cases)                 | - | Member    |
| v) Associate Dean (Academic & Examination)              | - | Member    |
| vi) Deputy/Assistant Registrar (Academic & Examination) | - | Secretary |

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-semester 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 the reason 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 subjects for which they have registered at the semester.
- 12.5 The end-semester examination will be of 3 hours duration. A separate mark sheet indicating the performance of the student in each semester will be issued to each student.
- 12.6 The marks obtained by the students in a subject 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, 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 subject, 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 in **Form NITD/ACA-07** 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-semester evaluations, home assignments etc. may be shown to the students within 4 weeks from the date of tests/submissions.
- 12.10 The subject teacher/HOD shall prepare a list of students failed in sessional/laboratory subject(s) and send the same to the examination section at least a week before the commencement of end-semester examination. Such students will be debarred from appearing at the end-semester examination. No special examination will be available for laboratory/sessional subjects.
- 12.11 A student fails in the sessional subject(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 an additional opportunity to the students who failed (obtained an 'F' grade) in one or more subjects due to not being able to score higher than the cut-off marks in the theory components in either of the odd or the even semester, supplementary examinations equivalent to the end-semester examination shall be arranged. The examination will be conducted by the respective departments based on the Academic Calendar (normally within 3-4 weeks after commencement of next semester, except for the final year).
- 12.13 The teachers shall upload the 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**. 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 off, 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 UGAC, 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 subject, 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 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-semester 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
- i) it is found that he/she was not eligible to appear at the examination
  - ii) he/she used unfair means in the examination
  - iii) a mistake is found in his/her result.

### 13. Graduation Requirement

- 13.1. In order to qualify for a Post Graduate degree of the Institute covered under these Regulations a student must
- a) 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.
  - a) Obtain a CGPA of 5.00 or higher at the end of semester in which he/she completes all the requirements for the degree
  - b) 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

<b>Degree</b>	<b>Duration (Semesters)</b>	<b>Maximum permissible duration (Semesters)</b>
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 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.

- 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 Scholarship

- 14.1 M. Tech students admitted through CCMT are entitled to get scholarship governed by the rules of MHRD.
- 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 If a student remains unsuccessful in a semester examination, the scholarship will be immediately stopped. However, the same will be restored as and when he /she passes the examination.
- 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' program.

## 15 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.

## 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:
  - ❖ Furnishing false statement of any kind in the form of application for admission or for award of scholarship etc.
  - ❖ Displaying lack of courtesy and decorum; resorting to indecent behavior anywhere within or outside the campus.
  - ❖ Willfully damaging or stealthily removing any property/belongings of the Institute, Hall or fellow students.
  - ❖ Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
  - ❖ Adoption of unfair means in the examinations.
  - ❖ 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.
  - ❖ Mutilation or unauthorized possession of library books.
  - ❖ Restoring to noisy and unseemly behaviour, disturbing studies of fellow students.
  - ❖ 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 class room 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                                | - | Members          |
| vii) Faculty Adviser, Students' Gymkhana                                    | - | Member Secretary |

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

© 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:

- |  |   |           |
|--|---|-----------|
| 1. Dean (Academic)                                     | - | Chairman  |
| 2. Head of the Department to which the student belongs | - | Member    |
| 3. Associate Dean (A&E)                                | - | Member    |
| 4. The invigilator(s) reporting the case               | - | Member    |
| 5. The Paper-setter(s) and concerned Examiner(s)       | - | Members   |
| 7. Deputy /Assistant Registrar (Academic)              | - | Secretary |

The committee shall recommend appropriate measures in each case as per Appendix –VI 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:

- |  |   |                  |
|--|---|------------------|
| 1. Director  | - | Chairperson      |
| 2. Nominee of Commissioner of Police,<br>Asansol-Durgapur Commissionerate  | - | Member           |
| 3. Nominee of Sub-Divisional Officer, Durgapur   | - | Member           |
| 4. NGO (Nominated by the Senate)   | - | Member           |
| 5. Member of Press (Nominated by the Senate)   | - | Member           |
| 6. Representative of Parents (Nominated by the Senate)-  | - | Member           |
| 7. Deans   | - | Members          |
| 8. Medical Officer of the Institute  | - | Member           |
| 9. Chief Warden  | - | Member           |
| 10. Representative of Students of Fresher's category -   | - | Member           |
| 11. Representative of Senior Students (one each from<br>4 <sup>th</sup> year & 3 <sup>rd</sup> year B. Tech; and PG) | - | Members          |
| 12. Registrar  | - | Member Secretary |

(b) Monitoring Cell on Ragging

- |  |   |                  |
|--|---|------------------|
| 1. Dean (SW)                               | - | Chairman         |
| 2. Associate Deans (SW)                    | - | Members          |
| 3. Chief Warden                            | - | Member           |
| 4. Wardens, Hall of Residences             | - | Members          |
| 5. Faculty Advisor(s) (Students' Gymkhana) | - | Member(s)        |
| 6. Physical Training Instructor            | - | Member           |
| 7. Representatives of Students' Gymkhana   | - | Member(s)        |
| 8. Security Officer                        | - | Member Secretary |

(c) Activities after Ragging is noticed by an individual

<b>Sl. No.</b>	<b>Action</b>	<b>Time for First Information</b>	<b>By</b>
1.	Inform Dean (SW) / Chief Warden	Within one (01) hour	Concerned Individual
2.	On the spot preliminary enquiry by Monitoring Cell and submission of Preliminary report to the Director	Within Twelve (12) hours	Monitoring Cell
3.	Decision regarding filing of FIR	Within Twenty four (24) hours	Director
4.	Detailed enquiry & submission of report	Within Six (06) days	Anti- Ragging Committee
5.	Imposition of Penalty	Within 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 subject while converting marks into letter grade.
2. a) The grade F and Ex are to be considered as bench mark grade.  
b) The cut-off marks below which a student would be assigned an 'F' grade is 40 for a theory paper and 50 for a sessional paper.
- 1.4. 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.
- 1.5. Conversion from marks to grade shall be done using the table given below, where 'm' stands for the marks obtained. However, the teacher may, on his/her perception of the difficulty level of assessment process undertaken, alter the boundary (cutoff) marks by  $\pm 2$  marks.

Range of marks obtained	Grade
$m \geq 90$ (90 - 100)	Ex
$80 \leq m < 90$ (80 - 89)	A
$70 \leq m < 80$ (70 - 79)	B
$60 \leq m < 70$ (60 - 69)	C
$50 \leq m < 60$ (50 - 59)	D
$40 \leq m < 50$ (40 - 49)	P (for Theory paper only)
$m < 40$	F (for Theory Paper)
$m < 50$	F (for Sessional Paper)

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. 10.7.
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-semester examination. If a student, due to a genuine reason, like, illness of himself/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-semester examination and the grade be finalized.
6. There is no provision for supplementary examination/backlog in the sessional papers. If the student cannot clear the sessional paper, he/she will be declared 'Failed' and has to repeat the semester.

**APPENDIX- III**  
**GRADING SYSTEM**

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

Performance	Letter Grade	Grade Point per credit
Excellent	Ex	10
Very good	A	9
Good	B	8
Fair	C	7
Average	D	6
Pass	P	5
Fail	F	0

In addition, there are four transitional grading symbols, which can be used by the examiners to indicate the special position of the student in a subject.

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

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

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

Where 'n' is the no of subjects passed in the semester, 'C<sub>i</sub>'– is the number of credits allotted to a particular subject, and 'g<sub>i</sub>' is the grade-points carried by the letter corresponding to the grade awarded to the student for the subject. SGPA will be rounded off to the second place of decimal and recorded as such. This will be the performance of the student in the semester to which it refers.

3. At the end of the program, a Cumulative Grade Point Average (CGPA) will be computed for each student as follows:

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

Where 'm' is the total number of subjects the student has passed at the end of the program, 'C<sub>i</sub>' is the number of credits allotted to a particular subject s<sub>i</sub> and 'g<sub>i</sub>' is the grade point carried by the letter corresponding to the grade awarded to the student for the subject s<sub>i</sub>. CGPA will be rounded to the second place of decimal and recorded as such.

The CGPA will indicate the cumulative performance of the student from first semester up to the end of the program to which it refers.

#### APPENDIX-IV

##### RULES REGARDING SUPPLEMENTARY/BACKLOG EXAMINATION

1. Except as specified in Clause 12.3 (c) a student will be eligible to appear in a supplementary examination in a subject if he/she had actually appeared at the last end-semester/supplementary examination in that subject and obtained the grade 'F'.
2. 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 date as announced by a notification.
3. The supplementary/backlog examination shall be held as per schedule of the Academic Calendar.
4. The grade in the subject scored by the student appearing in the supplementary/backlog examination will be recomputed by substituting the marks scored in the earlier examination appeared. Unless exempted as per Clause 12.3(c), a student is entitled to one grade lower than the actual grade he/she scored, except that the performance grade 'P' remains unaltered, as elucidated in the table:

Grade obtained	Grade to be awarded
F	F
P	P
D	P
C	D
B	C
A	B
Ex	A

5. While considering grade of a student, the attendance issue as per Cl. 10.7 shall also be considered with no exceptions as per Clause 12.3(c).
6. The final grade awarded to the students must be uploaded in the academic module by the examiner within the stipulated time as per the Academic Calendar.

## APPENDIX: V

### Rules Regarding Punishment for Adoption of Unfair Means in Examination

All incidences of unfair means must be reported in writing with relevant documents, wherever possible, by the Invigilator to the Dean (Academic) through the Associate Dean (Academic & Examinations) for further action under the following broad guidelines:

Nature	Punishment to be awarded
<p>1(a) Where undesirable material has been found in possession, which is not related to the question paper or is related but not copied, and the student hands over the materials when challenged and accepts the fault in writing, if directed to do so.</p> <p>(b) Where students try to copy from other students' answer books, try to exchange answer books / question papers / calculators, try to pass on information in any form and accept the fault in writing, when challenged.</p> <p>© When the student is in possession of Mobile Phone/pagers/other electronic gadgets.</p>	<p>Examination in that paper shall be cancelled. The student(s) may be allowed to clear the subject by appearing in the supplementary examination.</p>
<p>2. (a) Where undesirable material has been found in possession or where the examinee refused to be searched, if so desired by the Professor In-Charge Examination/Invigilator.</p> <p>(b) Where students try to copy from other students' answer books, talk to other students, try to exchange answer books / questions papers / calculators, try to pass on information in any form and do not accept the fault when challenged and/or enter into arguments with the Invigilator(s).</p>	<p>Examination in the paper as also in all other papers of the semester shall be cancelled and the student declared as having failed in the said examination. However, student may be allowed to clear the semester by appearing at supplementary examination in all papers having end-semester examination.</p>
<p>3. (a) Where undesirable material has been found in possession, the examinee having been punished for use of unfair means on earlier occasion also.</p> <p>(b) Where undesirable material has been found in possession, the examinee having been caught for use of unfair means on earlier occasion of the same semester examination also.</p> <p>© Where the undesirable material comprises of answer book / additional answer sheet stolen earlier and/or tries</p>	<p>Examination in all papers of the semester shall be cancelled and the student shall be required to repeat the semester concerned as regular student by re-registering in all subjects in the next academic session subject to condition the student concerned is otherwise eligible to continue studies at the Institute fulfilling of other rules and</p>

to destroy the material, tries to tamper the answer book, instigate/disturb others in the examination hall to support his cause.	regulations.
4. Where use of unfair means has been attempted or where undesirable material has been found in possession and the examinee has misbehaved with the teachers or staff on examination supervisory duty.	Examination in all papers of the semester shall be cancelled and the student expelled for a period determined by the disciplinary committee.

## **APPENDIX: VI**

### **DEPARTMENTAL POSTGRADUATE ACADEMIC COMMITTEE (DPAC)**

There shall be one Departmental Postgraduate Academic Committee (DPAC) in each Department, which shall be responsible for smooth functioning and monitoring of all 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)<br>from the Faculty Members of nearby IIT/ NIT/ University/Industry | - | Member      |

One of the faculty Members nominated by Chairperson shall act as convenor/secretary, the tenure of whom shall be two academic years. The duty of the convenor/secretary shall be: (1) to conduct at least two meetings each semester in consultation with Chairman as and when needed, and (2) to record and ventilate the proceedings of the meeting to Dean (Academic) and (3) to 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 subject teachers and recommend for appropriate action.
3. To approve the names of paper-setter, project/thesis supervisor and examiner(s) in the relevant subject 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 Course coordinator of the Department, the duties of whom shall be as stated in Appendix-VIII.

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 (PGAC)

#### **COMPOSITION**

1.	Dean (Academic)	-	Chairperson
2.	Dean (Research & Consultancy)	-	Member
3.	Dean (Administration)	-	Member
4.	Dean (Planning & Development)	-	Member
5.	Dean (Students' Welfare)	-	Member
6.	Dean (Faculty Welfare)	-	Member
7.	Member Secretary, Senate	-	Member
8.	Associate Dean (Academic & Examination)	-	Member
9.	Head of the Departments offering PG programme	-	Member
10.	One Representative from IITs/NITs	-	Member
11.	One Representative from Industry	-	Member
12.	Deputy Registrar (Academic & Examination)	-	Secretary

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

#### **Power and duties of PGAC**

- 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.
- ix. 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.
- ii. 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 subject 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.



**राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर**  
**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**

**Enrolment Form for PG Program**

**Registration Number:**

**Roll No.:**

**Branch:**

**Session:**

1. Name of the candidate:

1. Date of Birth:

2. a) GATE/JAM Score:

b) AIR:

3. Name of Father:

4. Name of Mother:

5. Name of Guardian (if father is not alive):

6. Relationship with Guardian:

7. Home Address:

Tel. No.(with STD code, if any) : (Residence)

(Self)

8. a) Nationality:

b) Religion:

c) Mother Tongue:

d) Sex: M / F

e) State/ Country to which you belong:

f) Category: OP/OB/SC/ST/PWD

g) Nearest Railway Station:

h) Place of Residence: Rural / Urban

i) Blood Group:

j) Known allergies and medical condition:

10. Annual Income of father / Guardian:

11. Academic Career:

Sl. No.	Examination Passed	Name and address of School	Name of Board	Subject Undertaken with marks	Year of Passing	Marks obtained %
1.						
2.						

**Declaration by the applicant**

- I do hereby declare that the information furnished in this application is true to the best of my knowledge and belief and if admitted I shall abide by the rules and regulations of the Institute and Halls attached to it. If any information furnished in this application is found to be false, I am liable to forfeit the seat allotted to me and legal action may be taken against me.
- I agree to stay in Hall of Residence and room allotted to me by the authorities and shall abide by the rules of the Hall of Residences.
- I shall not participate in any move to create group / class feeling amongst the various students. I am aware of the rules regarding ragging / harassment of juniors as well as the punishments thereof. I undertake that if found guilty of the above I will be liable for punishment as deemed fit by the authorities. I also understand that I shall cooperate with the authorities in curbing ragging (including reporting incidents of ragging to authorities), failing which disciplinary action as per rules will be taken against me.
- I clearly understand that under the continuous learning cum evaluation system of the Institute, attendance in classes is compulsory.

Date:

**Full signature of the Student**

**Declaration by the Parent / Guardian**

- I agree to meet the expenses as fixed by the Institute which may be enhanced from time to time during the period of study of my son / daughter / ward Sri / Ms. \_\_\_\_\_ for the entire course and during his/her stay in the Hall of Residence.
- I undertake to ensure that my son/daughter /ward conducts himself / herself in accordance with the rules of the Institute and its Hall of Residence, and in a manner commensurate with an Institution of repute.
- I will also ensure that he/she will attend all classes and appear in all tests and examinations. If his attendance record is unsatisfactory as per norms fixed by the Institute or his/her academic performance is below the prescribed minimum, I shall withdraw him from the Institute.
- I shall continuously monitor his progress and keep contact with his Class Teachers and Head of the Department.

Date:

**Full signature of the Parent / Guardian**

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**[FOR OFFICE USE]**

Any shortfall:

Admitted / admitted provisionally (strike out which is not applicable)

Durgapur

Date:

**Dean (Academic)**



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**Scrutiny Sheet**  
**(Items 1 to 5 to be filled by the candidate)**

- |                               |                           |
|-------------------------------|---------------------------|
| 1. Name of the candidate:     | 2. Programme:             |
| 3. GATE/JAM/NIMCET Rank:      | 4. GATE/JAM/NIMCET Score: |
| 5. Branch Allotted:           |                           |
| 6. Verification of Documents: |                           |

Sl. No.	Documents	Original	Photocopy	Remarks of Verifying Officer
1.	Copy of the document verification certificate (Original)			
2.	Copy of the provisional allotment letter (Original)			
3.	Copy of the GATE/JAM/NIMCET rank card (Original)			
4.	Certificate for proof of age (Original to be returned)			
5.	Pass certificate of the qualifying examination (Original to be returned)			
6.	Marks sheet of the qualifying examination (Original to be returned)			
7.	Migration Certificate (Original)			
8.	Category / Sub-category Certificate (Original to be returned)			
9.	Passport size photograph (2 Nos.)			
10.	Citizenship certificate (for foreign students only) (Original)			
10.	Passport (for foreign students only) (Original to be returned)			

**Signature of the Candidate**

I undertake to produce the Pass certificate of the qualifying examination (if not submitted) by September 15, failing which my admission may be cancelled and all fees paid by me be forfeited.

**Signature of the Candidate**

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May be admitted / admitted provisionally (strike out which is not applicable)

**Verifying Officer**



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***Application for Leave of Absence***

**(To be submitted in duplicate to the Department office)**

Date:

1. Name of the Student:
2. Roll No.:
3. Department:
4. Period: From \_\_\_\_\_ To \_\_\_\_\_
5. Reasons for seeking leave:

6. Address during the leave with Tel. No.

7. Leave already availed during the Semester:

8. Enclosures:

Date:

**Signature of the Student**

Approved /Not Approved

**Head of the Department**

To

Department Office

Copy to: Student concerned







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**Medical Certificate for Missing Examinations**

**(To be issued by Institute Medical Officer)**

Date:

9. Name of the Student:

10. Roll No.:

11. Description of Medical condition (Features that make a student incapable of appearing in an examination from a sick bed of the Institute)

12. For how long the student has been suffering:

13. Is the student hospitalized or recommended for hospitalization:

14. Rest advised for the period: \_\_\_\_\_ to \_\_\_\_\_

15. The student may be exempted from appearing in examination during the period:

\_\_\_\_\_ to \_\_\_\_\_, because he is incapable of writing the examination even from a sick bed.

**Signature of the Medical Officer**

To

**Dy. Registrar (A&E)**

The student is exempted from appearing in examination during the period recommended

**Dean (Academic)**





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Application for appearing Supplementary Examination 20 - 20

Name of the Student: \_\_\_\_\_ Date: \_\_\_\_\_  
Department: \_\_\_\_\_ Roll No.: \_\_\_\_\_  
Semester: \_\_\_\_\_

Papers want to appear:

Sl. No.	Subject Code	Subject Name
1		
2		
3		
4		
5		

Reasons for missing regular examination:

- (a) Failure in regular examination
- (b) Admitted to hospital on recommendation of Institute Medical Officer  
(Attach photocopies of medical certificate, hospital discharge certificate etc.)
- (c) Granted leave of absence by HOD for family calamity
- (d) Any other

Recommended with following justification:

**Head of the Department**

Note: The grade awarded will be as per **Appendix - IV**

Form: NITD/ACA-9



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*Bonafide Certificate*

Certified that Mr. / Miss / Mrs. \_\_\_\_\_

holding Roll No. \_\_\_\_\_ son/daughter of \_\_\_\_\_

is a bonafide student of \_\_\_\_\_ Semester of 4–years B. Tech Degree Course/ 5-years

Integrated MSc. in \_\_\_\_\_ branch of this Institute during the session 20 \_\_\_\_\_ -

20 \_\_\_\_\_.

To the best of my knowledge the above-mentioned student bears of good moral character.

Date:

**Deputy Registrar (A&E)**



***Student Feedback on Courses***

**Subject Code:**

**Subject:**

**Nature of Course:**

**Core / Elective**

**Name of the Faculty:**

**Department:**

**1. Contents & Organization**

- i) Is the subject relevant to the academic program?
- ii) Is the coverage adequate for one semester's load?
- iii) Do the contents reflect modern and/or classical developments?

**2. Attendance & Discipline**

- i) Are students attentive in the class?
- ii) Was the syllabus covered in time?
- iii) Were the numbers of class taken equal to that given in the Time Table?
- iv) Were missed classes compensated during off hours or over weekends?

**3. Delivery of Lectures & Tutorials**

- i) Are the lectures stimulating to the mind?
- ii) Are questions and discussions encouraged in the class?
- iii) Are tutorials used for clearing individual doubts?
- iv) Is the progress of the subject in the class fast or slow?

**4. Evaluation Process**

- i) Did the course have continuous evaluation through class test and assignments?
- ii) Did the students answer class tests and assignments by themselves?
- iii) Were there adequate numbers of assignment?
- iv) How do you rate the question paper of Mid- Semester Assessment?

**5. Additional Comments**

- i) Specific strength of the course and suggestions for further improvements
- ii) Specific weakness of the course and suggestions for improvement



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***A Graduating Student's Feedback on Academic Programmes***

Academic Session 20 \_\_\_ - 20 \_\_\_

*Dear Student,*

*The accuracy of your feedback is an important factor to enhance the academic excellence of the Institute. You are in a unique position to give constructive suggestions to improve the program. Please spend some time and give your valuable opinion.*

*Chairman of the Senate*

**Academic Programme:**

**Department:**

**1. General Observations:**

(i) Were the subjects relevant to the academic program?

Not at all			Highly relevant
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(ii) Was the coverage generally adequate for one semester's load?

(iii) Did the contents reflect modern and/or classical developments, or did they reflect old and obsolete material?

(iv) Were the contents generally mathematical or descriptive?

**2. Course Work:**

(i) Name three courses that benefited you most

(ii) Name three courses that benefited you least

(iii) Were students generally attentive in the class?

(iv) Were the syllabi covered in time?

**3. Laboratories and Workshops:**

(i) Were there adequate number of experiments in the labs?

(ii) Were the instruction manuals well written?

(iii) Were faculty members available to guide you during experiments?

(iv) Were the technical assistants helpful and knowledgeable?

(v) Were the laboratories maintained clean and organized?

**4. Projects:**

(i) Was freedom exercised in choice of project topics?

(ii) Did the projects useful?

(iii) Did the students devote sufficient time as per timetable?

(iv) Were supervisors interested in the outcome of the projects?

(v) Did you earn any new skills through the project work?

**5. Extra Academic Activities:**

(i) Were faculty and staff helpful in organizing EAA programs?

(ii) Were the physical facilities adequate?

**6. Evaluation Process:**

(i) Did the courses have continuous evaluation through class tests and assignments?

(ii) Did the students answer class tests and assignments by themselves?

(iii) Did question papers judge a student's true ability and preparation?

(iv) Was their cheating in examination?

**7. About the Institute:**

(i) How do you rate the Institute's academic program in comparison with other NITs?

(ii) How do you rate the Institute's faculty in comparison with other NITs?

(iii) How do you rate the Institute's technical staff in comparison with other NITs?

(iv) How do you rate the Institute's library facilities in comparison with other NITs?

(v) How do you rate the Institute's computational facilities in comparison with other NITs?

(vi) How do you rate the Institute's sports facilities and activities in comparison with other NITs?

(vii) How do you rate the Institute's placement opportunities in comparison with other NITs?

(viii) How do you rate the upkeep of the Institute's premises in comparison with other NITs?

(ix) How do you rate the Institute's cultural life in comparison with other NITs?

(x) How do you rate the hall of residences in comparison with other NITs?

(xi) How do you rate the food in the hostels in comparison with other NITs?

(xii) Will you recommend increase in mess bill to improve food quality?

(xiii) Is the practice of ragging prevalent in the institute?

(xiv) Is use of alcohol common among students?

(xv) Is use of hard drugs common among students?

(xvi) Are the teachers easy to approach for academic or social help?

(xvii) Is the administration responsive to students needs?

(xviii) Will you recommended for admission of your brother/sister, if he/she qualifies in AIEEE?

**8. Specific strengths of your academic program and suggestions for improvement**

**9. Specific weaknesses of your academic program and suggestions for remedy**

**10. Specific suggestions to improve the institute facilities and administration**



## **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, unless it is absolutely necessary.
4. Never indulge in ragging.
5. Treat every person with due respect. Always address your teacher as Professor, instead of Mr. / Mrs.
6. In case of illness, go to the Institute doctor.
7. Keep your campus and hostels clean and green.
8. Do not allow yourself to harbor a narrow regional mentality.
9. Never feel afraid of sitting with your seniors and never feel insulted if a student of lower class sits with you.
10. Always walk with your head high; you are a student of NIT Durgapur, an institute of national repute.

