

Regulations for M. Tech Programmes



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A University established by Government of Odisha

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1. Introduction

M.Tech. programmes consist of courses in engineering and technology and other related topics. The students are exposed to subjects in their respective areas of study, designed to train them in the methodologies of analysis of problems and synthesis of solutions. The courses dwell on the principles governing systems and processes, and develop in them the ability for physical and analytical modelling, design and development. Students can strive to broaden their perspectives through audit courses where s/he can take courses drawn from across the Institute.

At various stages of the programme, students are initiated into research methodologies, library reference work, use of engineering and scientific equipment/instruments, learning of modern computational techniques, writing of technical and scientific reports and effective communication. Apart from the minimum credit requirements for the award of the degree, opportunities exist for supplementing the learning experience by crediting additional courses, in diverse areas.

Syllabus of various programmes is given in the courses of study Bulletin available on the Institute website.

1.1 Academic Calendar

The academic activities of the Institute are regulated by Academic Calendar approved by the Senate, and released at the beginning of each academic year. It is mandatory for students/faculty to strictly adhere to the academic calendar for completion of academic activities. Academic Calendar can be seen at the Institute website.

2. Curriculum and Programme of study

2.1 Curriculum

Every Department has a prescribed course structure which in general terms is known as the Curriculum or the Courses of Study. It prescribes all the courses/labs/other requirements for the degree and sets out the nominal sequence semester-wise. It also gives the syllabus and a list of text/reference books for each course. The Courses of Study details are updated every semester and are made available on the Institute's website.

2.2 Duration of the Programme

The duration of the programme leading to M.Tech Degree will ordinarily be two years. Under certain cases, e.g., poor grades, a student can complete a two year programme in not more than four years.

2.3 Semester – Odd, Even

The Institute follows a specialized credit-based semester system. There are two regular semesters in a year. The semester that begins in July is known as the Odd Semester and the semester that begins in January is known as the Even Semester.

2.4 Course Credit System/Structure

In general a certain quantum of academic work measured in terms of credits is laid down as the requirements for a particular degree. A student earns credits by satisfactorily clearing courses/other academic activities every semester. The amount of credit associated with a course is dependent upon the number of hours of instruction per week in that course. Similarly the credit associated with any of the other activities is dependent upon the quantum of work expected to be put in for each of the other activity per week.

2.4.1 Theory and Laboratory Courses

Courses are broadly classified as Theory courses and Laboratory Courses. Theory courses consist of lecture (L) and tutorial (T) hours, but may have attached practical (P) hours in special cases. Laboratory courses consist of practical hours, but may have attached tutorial hours in special cases. Credit (C) for a course is dependent on the number of hours of instruction per week in that course, and is obtained by using a multiplier of one (1) for lecture and tutorial hours, and a multiplier of two third (2/3) for laboratory hours.

All subjects will have Lecture-Tutorial-Laboratory/Design components (L-T-P) to indicate the contact hours. Theory courses will have 3-0-0 (3 credits) or 3-1-0 (4 credits) structure.

Design or laboratory courses will be offered as distinct (0-0-1) courses without being mixed with lecture components. Some courses may have pre- and co-requisites. Co-requisite courses may be taken in the same or different semesters.

2.4.2 Core and Elective Courses

The prescribed courses shall be grouped under 2 heads – core courses and elective courses. The core courses will have to be taken compulsorily by the students. Elective courses give option to a student to take courses from an elective list prescribed, covering courses from the same and allied disciplines.

2.4.3 Thesis/Project work

A student will carry out project work during the third and fourth semester. The project carries a total of 34 credits (14 credits being assigned in third semester and 20 credits during fourth semester). In a Project, under the guidance of a faculty member a student is required to do some innovative work with the application of knowledge gained while undergoing various courses in the earlier semesters. The student is expected to do a survey of literature in the subject, work out a project plan and carry it out through experimentation and or modelling or computation. Through the project work the student has to exhibit skills for both analysis and synthesis. A student shall carry out the project work under the supervision of a member of the teaching staff of the Institute.

A student may undertake to execute the project in collaboration with an Industry, Research and Development Organization or another academic institution/University where sufficient facilities exist to carry out the project work. In addition to the Supervisor from the Department, a Joint Supervisor may be appointed from the Industry, a Research Laboratory or another University with the approval of the Dean (Academics). The Joint Supervisor will be associated with the guidance and may also be associated with evaluation of the performance of the student. The internal Supervisor may, if felt necessary, visit the Industry, or the Research Laboratory or the University in connection with the project of a student.

Assessment will involve the day-to-day work of the student for the project. The project supervisor(s) will periodically review the student's progress over the period and give assessments of the work done by the student. A student shall be required to submit a dissertation on the Project Work carried out by him/her. Three bound copies of the thesis will be submitted.

The thesis will be evaluated by the External Examiner, appointed by the appropriate authority. Dissertation viva voce will be held by the date fixed in the Academic Calendar. The External Expert will examine the thesis and conduct the viva voce. In case of students who are required to do the project work over an extended period and submit dissertation at a later date, they shall normally be evaluated in the next academic session. However with the approval of appropriate authority the evaluation may be done any time during the year as per the convenience and availability of the appointed external expert, on payment of additional fee as prescribed. This is also applicable for candidates who are unable to do the presentation on the scheduled date due to valid reasons as decided by Dean (Academics).

Extension of project work beyond the submission deadline in very special cases may be granted by the Dean (Academics) on recommendation of the Department. The student shall not be eligible either for award of assistantship during the extension period or any medal or prize.

2.4.4 Thesis/Projects in collaboration with industry

Internship allows the students to work on practical problems in an Industry under the joint guidance of a faculty member and an Industry Practitioner. The purpose of internship is to expose a student to the practices of industry and corporate. It is expected that the exposure helps the students to be better prepared for gaining employment in an Industry.

A student may, with the approval of the Dean (Academics), do the project work with an Industry, a Research and Development Organization or another academic Institution/University. The student shall acknowledge the involvement and/or contribution of an industry, R & D organization or University in completing the project in the dissertation and a certificate to this effect, issued by the supervisor from the industrial organization, will be appended to it.

It is mandatory for all students (specially those who do their project in an industry, R & D organization or University in India or abroad) to make a full disclosure of their contribution on which they wish to base their thesis. If the internship includes a confidentiality clause, then clause must exclude information and student contribution necessary for fair evaluation of the thesis.

2.4.5 **Non-Credit Courses**

The Institute offers many events and opportunities for character building, sensitization to social/national issues, skill building and talent honing. Successful participation in these activities earns the students’ Student Activity Points (SAP) which is mentioned in the transcript and a separate certificate of appreciation. These are non-credit activities which are not used for computation of CGPA.

2.4.6 **Composition of courses in M. Tech.**

Type of Courses	No. Of Courses	Credits
Core courses	10	40
Electives courses	4	16
Audit Courses	2	8
Project work/Internship	2	34
Total	16-18	90-98

2.4.7 **Semester wise breakup of courses in M. Tech.**

Type of Courses	No. Of Courses	Credits
1 st Semester		
Theory Courses		
Core courses	6	24
Subtotal	6	24
2 nd Semester		
Theory Courses		
Core courses	4	16
Electives courses	2	8
Audit courses	1	4
Subtotal	6-7	24-28
3 rd Semester		
Theory Courses		
Electives courses	2	8
Audit courses	1	4
Practical/Design Courses		
Project work	1	14
Subtotal	3-4	22-26
4 th Semester		
Practical/Design Courses		
Project work/Internship	1	20
Subtotal	1	20
Total	16-18	90-98

N.B.: A maximum of two audit courses are allowed in M. Tech program.

2.5 **Minimum Credit Requirements**

The minimum total credit requirements that has to be satisfactorily completed for the award of the **M.Tech.** degree will be 90 credits.

2.6 Opportunities for Additional Learning: Audit Courses

A Student can take courses beyond 90 credits in the form of audit courses. The courses so taken will be called audit courses. If a student performs well in the course and obtains at least 7 point, this course will be listed in the transcript and will be used in computation of CGPA. If the student gets less than 7, the course will not be mentioned in the transcript and the grades obtained will not be used in computation of CGPA.

3. REGISTRATION

3.1 Semester registration

The Institute follows a specialized credit based semester system, therefore registration at the beginning of each semester on the prescribed dates announced in the Academic Calendar, is mandatory for every student till s/he completes her/his programme. If a student do not register in a particular semester without prior permission of the Dean (Academics), her/his studentship is liable to be cancelled. Without registration, any academic activity (course/seminar/project etc) undergone by a student will not be counted towards the requirements of her/his degree. The registration liable to be cancelled under following conditions:

- Non payment of Institute and other fees
- Involvement in Disciplinary Issues
- Health grounds

A student who does not register on the day announced for the purpose may be permitted by Dean (Academics), in consideration of any compelling reason, late registration within next 5 working days on payment of an additional fee as prescribed by the Institute. Normally no late registration shall be permitted after the fifth working day from the scheduled date, except in special cases in 1st semester, a serious medical problem, a family calamity or participation in a national event, to be approved by the Director on recommendation of Dean (Academics). However, under no circumstances late registration after 45 calendar days from the scheduled date of registration is allowed. In such as case, the student must repeat the semester in the following year.

3.2 Core Course Registration

The registration for the core courses will be carried out by the Academic Office. All the students who have registered for the semester will be registered for all the core courses offered in that semester.

3.3 Elective/audit course Registration

The academic office will make announcements regarding offering of Elective as well as audit courses well before the beginning of the semester. The students will be given a deadline to exercise their choice for these electives. The student can choose these electives as a credit course or an audit course. The student must ensure that s/he has registered for required credits needed in a semester.

3.4 Project Registration

The students are required to register for the Project towards the end of 2nd semester on the date specified. The students are required to provide the topic of their project, a brief abstract of the project work and the faculty supervisor.

3.5 Internship Registration

Students interested for Internship in the 4th semester are required to register for the same towards the end of 3rd semester on the specified date. The students are required to provide the topic of their project, a brief abstract of the project work and the faculty supervisor and/or industry guide.

3.6 Registration for backlog courses

If a student gets an F grade in a subject, s/he will register for the course when it is offered next or when special examinations are held for the course.

3.7 Registration for Non-credit courses

The Institute may offer many non-credit courses, competitions, events to provide opportunity to students to acquire skills, display talent and improve competitiveness. The

office conducting such events shall invite registration from students. The student intending to take part shall be required to register for such events.

3.8 Dropping of a Semester

A student may opt to drop an entire semester, with prior approval of the Dean (Academics) due to the following reasons:

- i. During a registered semester, if a student finds that s/he is unable to cope up with the studies and/or does not have sufficient exposure to most of the courses registered in that semester due to severe health problem or some other valid reasons beyond her/his control, s/he can opt to drop the entire semester, on advice from the Faculty Advisor.
- ii. A student may seek a semester drop, due to severe personal health problem, unavoidable family commitments or other valid reasons beyond her/his control, on advice from the Faculty Advisor.
- iii. A student wants to work in an industry, an enterprise or a social service organization to gain valuable work experience.

If a student drops the semester after commencement of the semester, the fees paid will not be refunded and/or adjusted in the subsequent semester. If the student drops the semester prior to the commencement of the semester, s/he has to pay a semester continuation fee prescribed from time to time.

Hostel accommodation and other institutional facilities will not be extended in any semester for which the student has not registered.

4. Student Feedback for courses

Normally, the academic office will invite the students to provide feedback for courses on various aspects of the course.

The invitation will be made 2 weeks before the course ends and end-semester examinations begin. The feedback will be collected in a window of about 10 days. After the deadline, the students will not be able to give feedback.

Students are expected to provide unbiased and honest opinion on the course they have taken. Their feedback is taken seriously to improve the curriculum, course delivery and make the course an interesting and enjoyable experience.

4.1 Publication of Feedback Statistics

The Statistics of the feedback is revealed to the concerned teacher after the grades for the course are published.

The feedback will kept anonymous and the statistics of the feedback published will not reveal the identity of the students who have provided the data.

4.2 Failure to provide feedback

Feedback is a very important component of the teaching and learning process. It is mandatory for all students to provide feedback for the courses. If a student fails to provide feedback during the period, the grades of the student will be withheld for the course. After payment of applicable fees, the grades for the course will be published.

5 Examination and Assessment

- The Examinations office will centrally conduct the Mid-semester and End-semester Examinations in respect of theory subjects unless otherwise arranged. The Institute shall provide sick room facility inside the Institute building to assist students who may fall sick during the examinations. The examinations will normally be "closed book type", where the students are not permitted to bring any material from home or hostel. All necessary charts & tables will be provided by the Institute. It is the course teacher's responsibility to recommend the material to be provided, and to check with the Examinations office that the arrangement has indeed been done. While normal scientific calculators are permitted, other electronic devices such as programmable calculators and calculators containing communication devices are forbidden. Any exception to these provisions must be specially approved by the Senate. All question papers submitted by the teachers will be

treated as “confidential documents” till the end of the examination of the subject concerned. It is an open document after the examination is over. The institute will archive question papers in physical and electronic form, and make them available to future students.

- A student will be permitted to appear in the examinations in only those subjects for which he/she has registered at the beginning of the semester and has not been debarred.
- Class tests, assignments, tutorials, viva-voce, laboratory assignments, etc., are the constituent components of continuous assessment process, and a student must fulfil all these requirements as prescribed by the teacher / coordination committee of the subject. If due to any compelling reason (such as participation in national/ international events with due approval of the institute, his/her illness, calamity in the family, etc.) a student fails to meet any of the requirements within/on the scheduled date and time, the teacher/coordination committee may take such steps (including conduction of compensatory tests/examinations) as are deemed fit.
- Appearing both at the Mid-Semester and End-Semester Examination of theory courses is compulsory. Normally, if a student fails to appear in the Mid-Semester Examination without any valid reason he/she should get zero for that component.
- If a student misses the End-Semester Examination due to compelling reason like participation in an national/ international event with due approval of the Institute, serious illness of himself or a calamity in the family, he may appeal to the Dean (Academics), through Course Coordinator and Head of the Department/Department Coordinator for permitting him to appear at the next alternative Examination(s) if offered subject are fulfilling the attendance requirement.
- If it is medical ground, the student has to submit the medical certificate from the Institute Doctor or the recommendation of the Institute Doctor for treatment elsewhere. In case of treatment outside the Institute (including hospitals referred by the Institute), the student must produce all medical documents (discharge certificate, prescriptions, visit slips, pathological reports, medicine purchase receipts etc.) in original. The reason for leaving the campus must also be genuine and with permission of competent authority. In case of family calamity the student's application must be supported by a letter from the parent/guardian along with copies of documents such as medical records, death certificates (if that happens).
- For the benefit of and as a process of learning by the students, the scripts after correction of all class tests, Mid-semester Examinations, assignments etc. will be shown to the students within 3 weeks from the date of Tests/Examinations. The evaluated scripts of the End-Semester Examinations are to be shown to the students at the beginning of the next semester, but not later than 2 weeks from the starting of classes.

5.1 Modes of evaluation for theory courses

The evaluation pattern shall components given below:

Subcomponent	Weight
Teacher’s Assessment (T.A.)	20%
Mid-Semester Examination	30%
End-Semester Examination	50%

Teacher’s Assessment can be in the form of home assignments, online class tests, group assignments, tutorials, viva-voce, class participation etc. It is recommended that at least two online class tests for a course. The weights of different subcomponents of Teacher’s assessment shall be announced to the students by the teacher at the beginning of the Semester in the course outline.

The Mid-Semester examination shall normally be a 2 hour test.

The End-Semester examination shall normally be a 3 hour test.

5.2 Modes of evaluation for Laboratory courses

The assessment in a laboratory course will be based on but not limited to turn-to-turn supervision of the student’s work, her/his performance in viva-voce examinations and group discussions, the quality of their work as prescribed through laboratory journals and a semester-end test that contains an experiment or a written examination. In semester work will normally carry 75% and the semester-end test 25% weightage respectively. It is obligatory to maintain a laboratory journal as prescribed by the course instructor. Final

examination for laboratory courses will normally be held a week before the final theory examinations. In case of absence from Semester-end examination, the same rule as those for theory courses is applicable.

5.3 Modes of evaluation for Projects/Internship

Projects are supervised, and need regular interaction (at least once a week) with the supervisor. Student has to submit a project report and defend it in front of a panel of examiners. The dates for submission of reports, the dates for presentations, and details of mode of assessment are decided by the individual departments. The grades are sent to the Academic office before the last date for submission of grades.

Structure of Project/Thesis Work

For purpose of assessment, the performance of a student in the project work may be divided into the following parts:

Sl. No.	Name of Project	Project Progress Presentation	Name of Presentation	Semester	Credits
1	Part I	1 st	FIRST	3 rd	14
2	Part I	2 nd	SECOND	3 rd	
3	Part I	3 rd	THIRD	3 rd	
4	Part II	4 th	FOURTH	4 th	20
5	Part II	5 th	FIFTH	4 th	
6	Part II	6 th	PRESUBMISSION	4 th	
7	Part II	7 th	FINAL	4 th	

Third Semester: The student shall have to submit a separate progress report of the work done and present a seminar lecture to the members of the Project Assessment Committee formed (inclusive of the co-supervisor) for each of the interim evaluations of the Project Progress through Project Progress Presentations. The student shall have to submit a full report for the work done during the semester to the department by the last date specified.

Mark Distribution for Project Part I

Project Part I				
FIRST Presentation	SECOND Presentation	THIRD Presentation	Total Marks	Credits
25	25	50	100	14

The grades shall be assigned on the basis of marks awarded in the following manner on : Assessment of Project work by the Supervisor	50%
Assessment of Report and seminar lecture by Project Assessment Committee	50%

Fourth Semester: The student shall have to submit a separate progress report of the work done and present a seminar lecture to the members of the Project Assessment Committee formed (inclusive of the co-supervisor) for each of the interim evaluations of the Project Progress through Project Progress Presentations. The student shall submit the dissertation latest by the last date specified. The student will have to deliver a seminar lecture. The dissertation seminar shall be conducted by the last date fixed as per the academic calendar. The grades shall be assigned on the basis of marks awarded in the following manner:

Mark Distribution for Project Part II

Project Part II						
FOURTH Presentation	FIFTH Presentation	PRESUBMISSION	FINAL	Publications	Total Marks	Credits
10	10	20	50	10	100	20

Project work (marks to be awarded by the Project Assessment Committee inclusive of the supervisor)	50%
Dissertation (marks to be awarded by the external examiner)	50%

5.4 Grading System

The Institute follows relative grading system. Based on the combined performance in all assessments, the student is awarded a letter grade and a Grade Point in every course taken by him/her in a particular semester as per the curriculum. These letter grades not only indicate a qualitative assessment of the student’s performance. The Grade Point is given in a continuous scale. The letter grades and their equivalent Grade Point are given below:

Letter Grade	O	E	A	B	C	D	F
Grade Point	9.01–10	8.01-9.00	7.01– 8.00	6.01– 7.00	5.01–6.00	4.01–5.00	0.00–4.00

The Institute follows relative grading system. The suggested Distribution of the grades is as follows:

Grade	Interpretation of the Grade	Theory Courses		Project/Lab Courses	
		Suggested Distribution	Overall Limits	Suggested Distribution	Overall Limits
O	Outstanding or Excellent; complete knowledge of all content and skills; mastery of subject	10 %	25 %	40%	40%
E		15 %			
A	Very Good or Proficient; complete knowledge of most content, skills; mastery of most objectives	30 %	60 %	60%	60%
B		30 %			
C	Acceptable or Basic; command of only the basic content or skills; mastery of some objectives	15 %	15 %		
D		0 – 10%			
F	Unsatisfactory; lacks knowledge of content; no mastery of objectives	0 – 10%	0–10%		

Grade Point 4.01 shall be the minimum pass Grade Point for Theory and Grade Point 5.01 shall be the minimum pass Grade Point for Practicals / Projects/ Internships.

5.4.1 Grade Point Computation

The Grade Point is given in a computed on a continuous scale.

GP = LGPg+(HMg-AM)*.99/(HMg-LMg) rounded to 2 decimal points

Where

LGPg = Lowest Grade Point for the Grade

HMg = Highest Mark for a grade

LMg = Lowest Mark for a grade

AM = Marks attained by the student

The example below illustrates the process of grade computation:

Letter Grade	O	E	A	B	C	D	F
Highest Marks	95	89	84	69	53	46	34
Lowest Marks	90	85	70	54	47	35	0
LGPg	9.01	8.01	7.01	6.01	5.01	4.01	0.00
HGPg	10	9	8	7	6	5	4

Case Study for ready reference:

	Case 1	Case 2	Case 3	Case 4	Case 5
Mark attained by student	70	75	80	84	85
Letter Grade	A	A	A	A	E
LMg	70	70	70	70	85
HMg	84	84	84	84	89

(AM-LMg)	70 -70 = 0	75 – 70 = 5	80 – 70 =10	84 – 70 = 14	85 – 85 = 0
(HMg-LMg)	14	14	14	14	4
GP	$7.01+0*.99/14$ =7.01	$7.01+5*.99/14$ =7.36	$7.01+10*.99/14$ =7.717	$7.01+14*.99/14$ =8	$8.01+0*.99/4$ =8.01

A student may attract penalty on the Grade Point secured in a course due to absence or disciplinary reasons. In such cases, the Grade Point after deduction of penalty shall be treated as the effective Grade Point.

The conducting board may apply a threshold score not exceeding 30% in the end semester examination for a student to pass in that course.

5.5 Decision on Distribution of Grades

The Conducting Board will decide the distribution of grades for a course within the overall limits specified. The Conducting Board may deviate from the suggested distribution. However, they will record their rationale for the deviation in the proceedings. If a course is offered in many branches, the distribution will apply to all the students from all branches.

5.6 Back Paper

If a student attains less than 4.01 Grade Points in a theory course, it will be treated as a back paper. S/he will be required to appear for the end-semester examination again and clear back paper. Normally, a supplementary end-semester examination for all the courses offered in a year shall be conducted in the summer vacation to help students clear back paper.

If a student attains less than 5.01 Grade Points in a Practical / Project / Internship course, it will be treated as a back paper. S/he will be required to repeat the course when scheduled and clear the back paper.

In cases where a student scores more than or equal to the CGPA required for promotion to the next year and has scored in a particular theory course more than or equal to Grade Point 4.01 but the effective Grade Point is reduced to less than 4.01 due the attendance policy, the authorities may permit a way to make up for the attendance to raise the effective Grade Point to maximum 4.01 only.

5.7 Grade Point Averages

The overall performance of a student will be indicated by two indices: SGPA which is the Semester Grade Point Average and CGPA which is the Cumulative Grade Point Average.

SGPA for a semester is computed as follows:

$$SGPA = \frac{\sum [(Course\ credits) \times (Grade\ Point)]\ for\ all\ courses\ in\ a\ semester.}{\sum (Course\ credits)\ in\ a\ semester}$$

CGPA is computed as follows:

$$CGPA = \frac{\sum [(Course\ credits) \times (Grade\ Point)]for\ all\ courses}{\sum (Course\ credits)\ for\ all\ courses}$$

5.8 Evaluation of Mid-Semester Examination

The Examinations Office will hand over the Answer scripts to the concerned evaluator after necessary housekeeping.

The answer scripts of the mid-semester will be evaluated and marks have to be submitted to the examination office after showing the answer scripts to the students by the dates specified in the Academic Calendar. The process of evaluation and submission of marks have to be done within three working weeks from the last examination.

5.9 Evaluation and submission of marks of End-Semester Examination

The answer scripts of End-Semester will be evaluated and marks have to be submitted to the examination office. The process of evaluation and submission of marks have to be done within four working weeks from the last examination.

5.10 Submission Teachers Assessment to Examinations Office

The marks in Teacher's Assessment (T.A.) is the performance in home assignments, online class tests, tutorials, viva-voce etc. or as announced to the students by the teacher at the beginning of the Semester.

The marks in T.A. component shall be submitted to the Examination Office after two weeks of the last instruction day.

5.11 Semester Grade Report

At the end of each semester, Letter Grades and Grade Points obtained by students are uploaded to the Institute's Academic Information System (Hibiscus). The Students, their parents will be able to see the Semester Grade Report once the Grades are published.

In case a student needs a Semester Grade Report in a printed form, the same shall be issued on payment of fees as prescribed.

5.12 Transcript: Consolidated statement of Academic Performance

Transcript is the consolidated statement of the Academic Performance of a student for all the semesters since joining the programme and is given to a student on successful completion of the programme along with the degree certificate. For those students who have taken multiple attempts to clear a course, the transcript given on successful completion of the programme will only contain earned pass grade; the course will however be shown in the semester in which the student has finally cleared the course. The transcript will show letter grade, Grade Point for on all the courses taken by the student. Audit courses will be shown in the transcript. Additional copies of the transcript can be obtained if needed, on request and upon payment of applicable fee. Students who have not yet completed the programme can obtain an Interim Transcript, if needed, on request and upon payment of applicable fee. The Interim Transcript includes failed courses which have not been cleared at the time of issue.

5.13 Display of In-semester performance

In-semester performance of all students is communicated by the instructor to the students before the end-semester examination.

5.14 Disclosing the evaluated answer scripts of End semester exams

The Examinations Office will give an opportunity to the students to view the evaluated answer scripts. The interested students must use this window to view the answer scripts.

5.15 Answer script retention period

Evaluated answer scripts are preserved by the Instructor/Departmental Office/Examinations Office for a minimum period of one year.

5.16 Re-totalling of marks

Sufficient precaution is taken while evaluation of answer scripts. In case of totalling error observed by a student, a request may be made in prescribed format to re-compute the total marks. Such requests will be processed by the Examination Office. However, if it is found that there is no re-totalling error, an applicable financial penalty will be charged. Such re-totalling will not affect the cut-off marks for grades.

5.17 Re-evaluation of answer scripts

Sufficient precaution is taken while evaluation of answer scripts. In case of evaluation error observed by a student, a request may be made in prescribed format to re-evaluate the answer script. On payment of applicable fees, such requests will be processed by the Examination Office. The re-evaluation may result in increase or decrease in the marks. Such re-totalling will not affect the cut-off marks for grades.

5.18 Academic Malpractice

Academic malpractices are severely dealt with. In case of malpractice during any of the valuations like assignments, quizzes, tests, and examinations, the instructor can impose penalty in the form reduction of marks applicable to that component. The same matter shall be reported to the Dean (Academics). If the Dean (Academics) finds that the offence is serious enough, s/he may further refer the matter to the Disciplinary Committee (DC).

6. Attendance and Leave Policy

6.1 Attendance

Attendance in the class is compulsory and is monitored. The Institute expects 100% attendance. However, due to unexpected situations, absence up to 25% is permitted.

Penalty in the form of reduction in the grade is applied if the attendance falls below 75%. The penalty is applied after the Conducting Board decides on the grading pattern. The penalty is computed as given below:

Case a: Attendance of 75% or more: no Penalty

Case b: Attendance below 75%

$$\text{Penalty} = (75 - A) \times 4.5 / 75$$

Where

A = attendance in percentage

In cases where a student scores more than 4.01 (the passing grade) but the effective grade is reduced to less than 4.01 due to penalty imposed due to fall in attendance, the student can increase his/her attendance by attending the classes when the respective subjects are offered in a subsequent semester. However, the effective grade shall be limited to 4.01 after re-computation of penalty due to lack of attendance as prescribed in 5.6. It may be noted that if a student misses classes of subjects offered in the current semester to attend classes of subjects offered in lower semesters to increase attendance in a subject due to conflicting schedule, the missed classes will be treated as being absent and shall be treated accordingly.

6.2 Leave Policy

IIIT Bhubaneswar's academic programme is based primarily on the teaching-learning process. Attendance in classes, participating in classroom discussions and participating in the continuous evaluation process are the most essential components of the academic programme. All teachers and students must appreciate that the number of classes scheduled for a course under the approved academic calendar and time table must be held during the semester.

If because of official duty, or on student request, a teacher is unable to hold a class on the scheduled hour, he will hold the compensating classes 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 intranet or through e-mail. Attendance in these compensatory classes is mandatory for every student.

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 students.

Attendance in all classes (Lectures, Tutorials, Laboratories, and Seminars etc.) is compulsory. The grades shall be reduced if the attendance is below what is prescribed in clause 6.1.

- Considering that attendance in classes, participating in the teaching-learning process is the basic foundation of our academic programme; a student is expected to attend all classes conducted as per Institute calendar and time table. However, to provide for exigencies, absence to the extent of 25% (approximate) of scheduled number of theory and tutorial classes in every course will be condoned as a matter of routine.
- The Institute will fix a cut-off date before every examination as per academic calendar announced to compute the percentage absence.
- In case there are truly exceptional circumstances, the Senate or the Director as Chairman Senate, may relax attendance requirements with reduction of grade (refer Clause 6.1) as they think fit.
- If a student is engaged officially outside the classroom, e.g., in a placement programme, an institute level meeting or in a specially approved activity, his attendance will be marked by the concerned faculty or officer and communicated

to the academic section. It is the student's responsibility to ensure that the attendance is marked and sent to the Academic Section.

- e. It is possible for a student to get leave of absence from classes in deserving cases [apply for leave]. Dean (Academics) may sanction leave up to a 10% maximum in theory classes per semester on recommendation of Student Relation Coordinator and Head of the Department/Department Coordinator on one or more of the following grounds:
 - i. Illness of the student based on prescription of “unfit for class” by institute Medical Officer obtained a priori. On hospitalization and post-hospitalization rest, approval shall be obtained by attending physician of the hospital, countersigned by Institute Medical Officer. The medical rest recommended by Institute Medical Officer must be on the student's medical record book, and that of external hospitals on the discharge certificate. Advice of rest must be dated prior to the rest period, not later, except under special circumstances. It may be noted that such advice of rest is not sufficient for missing examinations.
 - ii. A family calamity demanding absence of the student. [Documentary proof is to be submitted by the student if asked for.].
 - iii. Participation in inter-institutions or other national level student competitions inside or outside the Institute. To avail such leave of absence from classes, a student should be selected by SRC (Students Relation Committee) to represent the Institute through a process of open competition. A copy of appropriate office order of SRC must be enclosed with the application.
 - iv. 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. The application must be recommended by the Project Guide and relevant documents are to be enclosed. (Limited to 5 working days in a semester) For officially arranged placement programmes on recommendation of Professor, T & P. (Limited to 5 working days in a semester.)
- f. The Director, as Chairman Senate may approve leave beyond this period up to 5% in each theory subject on ground of prolonged illness or unusually serious circumstances. Consideration will be given to students who give prior and continuous information either directly or through parents or faculty advisor. Family functions (social or religious), illness of family members, participation in student activities such as organizing functions or raising money, preparing for other examinations or searching of jobs are not adequate grounds for leave of absence from classes (in this category). It should also be appreciated that a single student is unlikely to require all the categories of leave listed above during all the semesters. The Director or Dean (Academics) will sanction leave under any of the above categories only when he is convinced that the leave will not adversely affect the student's academic progress.

7. Conduct of Mid-Sem and End-Sem Examination

7.1 Preparation of Question Paper

The Controller of Examinations shall nominate a faculty member out of the ones teaching the course to set the question paper for a course.

The Examinations office shall request for questions papers from the faculty member nominated two weeks before start of the examinations. The faculty members shall submit the question paper within a week of request from the examinations office.

The Controller of Examinations may moderate the question paper if the course is taught by more than one faculty member.

The faculty members must maintain confidentiality of the question paper by not revealing or discussing the contents of question paper fully or partially with any one.

The Examinations office shall compile the question papers and print the question paper in requisite numbers and keep the question papers in safe custody.

The question papers shall be handed over to the Senior Invigilator before the examination begins.

7.2 Invigilation

Invigilators are responsible for ensuring that the regulations, which govern the conduct of examinations, are enforced. A senior invigilator takes overall responsibility for the conduct of the examination and the invigilation process.

7.2.1 Before the Examination

- Invigilation timetables should be compiled by the Examinations Office. On the timetable, the invigilator whose name is underlined will act as Senior Invigilator and is formally in charge of the examinations proceedings for that examination session.
- The Senior Invigilator should collect examination papers from Examinations Office 30 minutes before the start of the examination.
- The author(s) of the examination paper is/are required either to be present in the examination room or to be accessible by phone in case of any problem throughout the duration of the examination.

7.2.2 Prior to the Formal Commencement of the Examination

- All invigilators should be present in the examination room at least fifteen minutes before the start of the examination. The Senior Invigilator should:
 - Ensure that the examination question papers are the correct one as per the time table.
 - Allow candidates to enter the examination room not more than 10 minutes before the start of the examination. The Senior Invigilator should check with the staff preparing the room that their preparations are complete before admitting the candidates;
 - All candidates should be silent from the time of entry to the examination room until the examination is concluded and they have left the room.
 - Normally, a student is permitted to carry Pens, Pencils, Erasers, Scale, and calculator. In special cases, other articles such as tables may be permitted for a course.
 - Ensure that only permitted articles are in possession of the students;
 - Candidates should be instructed to sit in the seat designated for them and to display their identity card prominently in the top right hand corner of the desk;
- Where candidates are permitted to bring texts into the examination room for use at their desks, the Invigilators must check that these do not conceal data which are not permitted.

7.2.3 At the Formal Commencement of the Examination, the Senior Invigilator

- Should remind candidates that it is an offence:
 - to bring into the examination room and to use or to attempt to use any unauthorised material;
 - to do anything prejudicial to the good conduct of the examination; and
 - to impersonate another candidate or allow another candidate to impersonate him/her.
- Instruct candidates that they may not leave the examination room, except in an emergency, within 60 minutes of the start, or less than 30 minutes before the end, of the examination.

7.2.4 During the Examination

- Invigilators are expected to give their undivided attention to monitoring candidates during examinations and should patrol the examination room at intervals to minimise the risk of candidates cheating and to check that candidates are using only permitted materials.
- Candidates may be admitted to the examination room up to 30 minutes after the official start of the examination but not thereafter. No allowance should be made for lateness in terms of extra time at the end of the examination. Responsibility for admission to the examination room rests with the Senior Invigilator.
- Invigilators should check during the first 10 minutes or so of the examination the candidates' identity cards on display to ensure that the correct candidate is seated at the correct desk.

- Candidates should be silent and must not be permitted to communicate with each other. The Invigilators should ensure that candidates do not disturb each other. The Senior Invigilator may require a candidate who is disturbing the others to leave the room.
- Candidates may only leave the room with the permission of an Invigilator. Any candidate permitted to leave the room temporarily must be accompanied. At least one Invigilator should remain in the Examination Room at all times. Not more than one candidate for the same examination should be permitted to leave the room at any one time.
- In the event of any irregularity or emergency, the Senior Invigilator, having dealt with the situation, must make a full written report to the Controller of Examinations.

7.2.5 At the End of Examination

- Candidates are to be instructed by the Senior Invigilator to stop writing.
- Candidates must remain seated and silent until all the material to be assessed has been collected. Candidates may take nothing other than the question paper from the examination room.
- In the event of any student complaint, the Senior Invigilator should note the details and send a report to the Controller of Examinations.
- Attendance forms, which should be signed by the candidate and returned to the Examinations Office

7.3 Handing over Answer Scripts for evaluation

The Examinations Office shall tally the answer scripts with the attendance sheet.

The Examinations Office shall hand over the answer scripts for correction to the concerned faculty members.

The faculty members must submit the evaluated answer scripts before the deadline given by the Examinations Office.

8. Promotion and Performance Requirements

8.1 Promotion

A student will be promoted to the next year provided they achieve the prescribed CGPA

	Minimum CGPA Required
1st Year to 2nd Year	5.0

In case of denial of promotion, a student shall repeat the two semesters of the full year.

S/he has to take all the courses in which s/he has scored less than 6 Grade Point. For courses where a student has scored 6 Grade Point or more, the student has the choice of not repeating the course and the Grade Point obtained earlier shall be applicable in the corresponding semester. However, if the student decides to repeat the course, the Grade Point obtained later shall be applicable.

In case a student repeats a year, s/he shall pay Tuition Fee proportional to the Credits taken and all other fees shall remain unchanged as per Institute's Policy.

A student has to complete all the course requirements in maximum 4 years.

No further promotion shall be granted after completion of 4 years in the Institute.

8.2 Graduation Requirement

In order to qualify for a M. Tech 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 Point of 4.01 scored in every Theory subject and with a minimum Grade Point of 5.01 in every Practical/ Project / Internship.
- Obtain a CGPA of 6.00 or higher at the end of the semester in which s/he completes all the requirements for the degree.

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- c. Have cleared all dues of the Institute, the Hostel, the Library, the Department, and Student Activity Centre.

8.3 Award of degree

On successful completion of the prescribed requirements for a programme, the required degree will be conferred on a student in an annual convocation of the Institute.

The degree certificate will indicate the relevant branch, and specializations if any, in the engineering or science discipline in which the student has graduated. For example: 'Master of Technology in Computer Science and Engineering'.

Along with the degree certificate, the student will be given a transcript, giving semester-wise details of all academic accomplishments. The additional courses taken, the Transcript will mention Non-Credit Points earned by a student. An overall CGPA for all the academic work done by the student will be given.

For conferment of degree, student has to fulfil the following requirements:

- a) The student should have taken and passed all the courses prescribed for the degree under the general institutional and departmental requirements.
- b) The student should have satisfactorily fulfilled other academic requirements like seminar and projects, as specified for the discipline
- c) The student should have paid all the Institute dues.
- d) The student should have no case of indiscipline pending against him/her.

The transcript and the final degree certificate will not mention any class whatsoever; only the CGPA/s will be given in the transcript.

8.4 Award of Medals

Various medals are instituted to be awarded to the outstanding students every year from amongst the graduates who receive their degree at the annual convocation of the Institute. The medal winner will be chosen according to the regulations governing a particular medal.

8.5 Conversion formula for arriving at Percentage of Marks from CGPA

To arrive at percentage of marks from CGPA, following formula shall be used:

$$\text{Percentage of Marks} = \text{CGPA} * 10$$

9. Academic and Campus Discipline

The Institute attaches great importance to integrity, honesty and discipline. A sense of responsibility and a high degree of maturity are expected from all the students inside or outside the campus as befit responsible corporate citizens.

Without prejudice to the generality of the foregoing, the following commissions and/or omissions on the part of students will constitute breach of discipline or, say, acts of misconduct.

- a) Damage to the property of the centre/Institute (while you are on campus)
- b) Riotous or violent or disorderly behaviour;
- c) Reporting fictitious data for empirical study or in the dissertation or assignments;
- d) Theft or fraud or dishonesty;
- e) Copying in any form in the assignments, dissertation or in any examination;
- f) Permitting, whether wilfully or otherwise, a co-student to copy from one's own answer book or document or material;
- g) Smoking in the campus;
- h) Unsolicited communication by group email;
- i) Offensive, abusive or undignified behaviour with colleagues, faculty and staff members
- j) Impersonation or proxy submission of assignments, reports and other documents to the faculty;
- k) Levelling false and baseless allegations against any faculty member or officer or employee of the Institute.
- l) Doing or causing to do, any act, which is likely to adversely affect the relations of the Institute with its stake holders;

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- m) Indulging in any act or acts, such as, defacing, burning or otherwise damaging any banner or property or equipment of a company, erected by the company or by an Association of the Institute commemorating an event organized or sponsored by the company at Institute;
 - n) Indulging in any act subversive of general discipline (the word "discipline" being used here in its generic sense and in its widest amplitude), inside or outside the campus, and/or is detrimental to the reputation, image or standing of the Institute.

A student, who is alleged to have committed an act of misconduct as aforesaid will be referred to the Disciplinary Committee (DC). The DC shall issue a show cause against disciplinary action and the student will be given an opportunity to present /her/his case. The DC may, after giving a hearing to the student and after conducting such investigation as is deemed fit and proper in the circumstances, impose such punishment as is deemed fit and proper.

Punishments include any one or more of the following:

- Warning
- Financial Penalty
- Down-gradation up to grade "F"
- Detention for a year
- Prohibition from placement programme
- Prohibition from use of Institute facilities
- Expulsion from Hostel
- Expulsion from the programme
- Any other punishment the DC may seem fit.

While imposing punishment, the Institute will take into account the nature and gravity of misconduct, the surrounding circumstances, and the impact of the misconduct on the general discipline, image and standing of the Institute.

Where a student is imposed with the punishment of (a) down gradation to "F", or (b) Detention for a year or (c) expulsion from the Programme, the aggrieved student may appeal to the Director. The decision of the Director thereon shall be final.

10. Grievance Resolution

Anonymous applications/petitions/letters will not be entertained or attended to under any circumstances.

Any student, having a grievance, may apply to the Course Co-ordinator individually through email/written letter, setting out all the circumstances and/or details therein clearly. The student concerned should sign the grievance application if it is a written letter.

The Course Co-ordinator will acknowledge the mail/written letter and take appropriate action to resolve the issues within a reasonable period. The action and outcome of the action shall be communicated to the student as early as possible by the Course Co-ordinator and s/he will mark a copy to the Dean (Academics) if necessary.

In the event that a student does not receive any acknowledgement or having received an acknowledgement but no action has been initiated to address the grievance within a reasonable period, s/he may directly apply to the Dean (Academics) to address the grievance(s) through mail or written letter. The Dean (Academics) shall acknowledge the mail/written letter and take appropriate action to address the grievance(s) within a reasonable period and communicate the same to the student.