

RULES AND REGULATIONS
(From the academic year 2008-09)
M. Tech. Programmes



S.G.G.S. Institute of Engineering and Technology,
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Registration and Performance Requirements for the award of the M. Tech. Programme

Academic Programmes of the Institute are governed by Rules and Regulations as approved by the Senate, which is the highest Academic body of this Institute. The Senate continuously monitors these programmes and makes appropriate modifications / improvements from time to time.

The academic system is semester based and hence the students are required to follow certain procedures and meet certain academic requirement each semester. It is in the interest of the students that he/she should be fully familiar with the academic systems of this Institute.

Particular attention should be paid to the assessment procedure, rules governing the systems and academic performance. The academic performance is monitored by **Post Graduate Academic Performance Evaluation Committee (PGAPEC)**, which also reviews status of individuals after reviewing their performance.

Program Committees

The following sections provide the details of the programmes and set of rules governing them. In order to keep pace with the rapid developments in science and technology and also to keep in view the requirements of the nation and the aspirations of students, it is imperative that the academic programmes of the Institute are reviewed continuously.

The PGAPEC is entrusted with this responsibility. It deliberates upon academic proposals received from the various **Departmental Postgraduate Committees (DPGCs)** and makes suitable recommendations to the Senate for its approval. The Table 1 gives the various programmes and specializations, which are available presently at the Institute.

Table 1: PG Programmes

Sr. No.	PG programs	Specialization
1	Civil Engg.	Water Management
2	Electronics Engg.	
3	Instrumentation Engg	
4	Mechanical	CAD/CAM

M. TECH. PROGRAMMES

These programmes are of four-semester duration. The total minimum credit requirement for the entire programme varies from one programme to another. The total number of credits for a hypothetical programme is shown in Table 2.

The total credits are divided between course credits and the project credits, and as specified by the individual DPGCs. Course credits include theory courses, laboratory courses, seminars and other academic work like practical training, field visits, etc. as specified. A programme may have a mix of compulsory and elective courses.

Table 2 gives, as an example, the structure of the M. Tech. Programme for the hypothetical Department. The credits are distributed over four semesters.

Table 2: A General Programme Structure

Credits	Credits in Semester				Total
	I	II	III	IV	
Course Work					
Core Courses	8	8			16
Elective	12	12			24
Lab Course	5	5			10
Seminar	2	2			04
Project	-	-	24	24	48
Total	27	27	24	24	102

1. Admission and Registration

Admissions to the various Programmes are made as per the AICTE rules and regulations. The details are given in admission brochure of respective department. Once a candidate is selected for M. Tech. Programme, he/she has to register for first semester immediately. Registration is compulsory at the start of each semester as per the schedule announced in the academic calendar. Late registration with late fees is permitted only for valid reasons excluding the first semester. It is compulsory to clear all dues before the registration. A student has to register for the courses (Core and Elective as given in the courses of study booklet of the department)

Minimum number of students required for an elective course/programme: A minimum number of registrations required for running a programme should be 1/3 of the sanctioned intake, including reserved category and sponsored candidates. There should be at least four registrations in an elective course.

2. Withdrawals and Dismissals from the Institute

- 2.1 A student may be permitted to withdraw on medical/very exceptional reasons during the semester. A student who wants to withdraw from a course(s) shall apply through the Chairman, DPGC, to the Dean (Acad.), on a prescribed form within one week from the end of the Minor Examination and it will be recorded in the registration record of the student. The concerned Course Coordinator(s) will be informed about it. The student will be awarded a withdrawal grade at the end of the semester.
- 2.2 If a student does not register for a regular semester his/her name will be struck off from the rolls of the Institute.
- 2.3 A student who fails to clear five theory courses in the first academic year will be required to leave the Institute.

2.4 The student will have to leave the Institute if he/she is found guilty of malpractice in examinations, involvement in ragging and overall misconduct during his /her tenure in the institute. The action regarding the above would be taken as per the recommendations of the Disciplinary Committee constituted.

3. Examination Scheme

A student shall be evaluated for his/her academic performance in a course through tutorials, practicals, home work as assignments, term papers, field work, seminars, quizzes, Minor Examinations, and the End-Semester Examination (Major), as applicable according to the guidelines formulated for this purpose.

- In the first academic year of the programme, there will be one Minor/Mid-Term Examination of 30 marks (1 hour 30 minutes duration) in every theory course during each semester (excluding summer term), which shall be held at the end of 7th week.
- The subject teacher will also evaluate the performance of the student through home work assignments/ field work/ seminars/ quizzes/ surprise tests/ attendance (regularity) and will give marks out of 10.
- At the end of the semester there would be a Major/End-Semester Examination of 60 marks (3 hours duration) in each theory course.
- It is mandatory for the student to appear in the final major examination irrespective of the total score obtained after adding performance in the mid-term and through home work assignments/ field work/ quizzes/ surprise tests/ attendance.
- The distribution of weight for each component shall be decided and announced by the Course Coordinator at the beginning of the course, subject to such stipulations as are given in the Scheme of Teaching and Examination for a given programme.
- Except summer term, the major examinations of theory and practicals of first and second semester will be conducted only at the end of respective semesters.
- The end term examination of the practicals shall be performed by panel of two examiners for each practical course. In this examination weightages will be, 50-50, for continuous evaluation in the semester and the oral, respectively.
- The Seminar shall be evaluated through the quality of work carried out, the report submission and the presentation(s). The project/Dissertation work shall be evaluated as discussed in the section 8.5.

3.1 Re-examination

If the student misses the major/end-term practical examination of odd semester, excluding summer term, due to illness or accident, his application for re-examination must be supported by proper medical certificate duly approved by medical authority. In the event of death of parent or guardian, the application should be supported by adequate evidence of the same.

Any student who fails to apply for re-examination in the prescribed manner will be declared as failed in those courses. The chairman DPGC is empowered to take decisions to handle such issues. **However, after the reexamination, in no case the highest grade awarded will exceed B+.**

3.2 Summer Term

- 3.2.1 About summer term: The student who has failed to clear theory courses/practicals in the regular two semesters of an academic year will be allowed to reappear in the Summer Term which will be held in the summer vacation, by payment of necessary fees on a specified date.
- 3.2.2 Fee for reappearing in the Summer Term is Rs. 200/- per theory course or practical.
- 3.2.3 Examinations in the Summer Term: The end summer examination of 100 marks will be held for theory courses at the end of summer term.
- 3.2.4 The end summer practical examination of 100 marks (three hours duration) will be held after theory examination. This shall be performed by panel of two examiners for each practical course. In this evaluation, weightages shall be, 50-50, for performance of the student in implementation of the practical assigned and oral, respectively.
- 3.2.5 **However, in no case the highest grade awarded will exceed B+ in the summer term.**

3.3 Re-appearing:

- ✚ Student can **reappear** in the theory and/or practicals in which he/she has secured F grade, by the payment of necessary fee and he/she can reappear for major examinations of theory and practicals of first and second semester, which will be conducted at the end of first and second semester, respectively.
- ✚ The theory courses for which the student is reappearing shall appear for mid-semester or minor of 30 marks (1 hour and 30 minutes duration) and a major examination of 60 marks (3 hours).
- ✚ The marks obtained in the minor/mid-semester examination shall be proportionately converted to out of 40 and rounded to nearest integer by the subject teacher.
- ✚ The total marks obtained by the student out of 100 **shall be used for the calculation of new grade, which will not exceed B+.**
- ✚ The Chairman DPGC shall submit one hard copy; containing marks of Minor of all the theory subjects, duly signed by the members of DPGC, to the controller of examinations and will also preserve one copy in the department.
- ✚ The end term practical examination of reappearing students shall be conducted with regular student's practical examination. This examination will be of 100 marks and the weightages shall be 50-50, for the performance of the student in the implementation of the practical assigned and the oral, respectively.
- ✚ However, in no case the highest grade awarded to reappearing students will exceed B+.

4 Attendance

- 4.1 Attendance in classes for all the subjects is compulsory and should be 100%.
- 4.2 Relaxation of maximum 25% in attendance is permissible to the students on account of medical problems, family problems or any other reason.
- 4.3 Student not having 75% attendance in any course/practical will not be allowed to appear in the end-semester-examination of that respective course/practical and given F grade. He/she has to reregister for all such courses.

5 Student Status

There are various types of student's status:

- Full-time Student on Teaching Assistantship (GATE)
- Full-time Sponsored Student
- Full-time Self-finance Student

5.1 Full-time Student on Teaching Assistantship:

A full-time student should complete the Programme within **24 months**. A Full Time student on Teaching Assistantship will receive the Institute Assistantship for the duration of **four** semesters of the M.Tech. Programme, provided he/she has cleared GATE, Such students are awarded **Teaching Assistantship** on the following condition.

- i) They should not accept any other scholarships/ employments/financial assistance/salary etc. awarded through any other sources or shall not hold any appointment, paid or otherwise.
- ii) They are not sponsored by any organization.
- iii) They do not leave the course midway or appear in any competitive examination not related to engineering/technology. They should submit the undertaking in this regard mentioning the refund of scholarship.

The present rate (supported by AICTE (MHRD)) of Teaching Assistantship of **Rs. 5000/-** per month is payable from the date of registration of the first semester till the date of final assessment of dissertation. However in no case the duration of teaching assistantship will exceed 24 months.

- (a) Students getting the assistantship will be required to assist in teaching or research, as assigned by the department, to the extent of 6 to 8 hours per week for conduct of practicals/tutorials/lab courses.
- (b) The continuation of the assistantship will be subject to satisfactory performance of the duties assigned by the Department as well as satisfactory academic performance.
- (c) All M. Tech. students will have to complete the programme in 24 months.
- (d) For continuation of full assistantship minimum Cumulative Grade Point Average (CGA) is 6.75. Those who get CGA less than 6.75 will receive the teaching assistantship of Rs. 2000/- per month till he attains CGA of

6.75. After he attains the CGA of 6.75 he will be paid the full teaching assistantship.

5.2 Full-time Sponsored Students:

Sponsored candidates who are admitted to the programme should have full financial support from the concerned sponsoring agency, namely, the Govt. Department, organization, Industry, etc., for the entire duration of the programme. They can complete programme on time, depending on the nature of sponsorship.

6. Pattern of Courses

The courses offered for the PG Programmes may be Lecture Courses, Laboratory Courses, Design Courses, Seminars and Projects, and Field Visits.

- 6.1 The credit for a course is mentioned in the courses of study booklet of department.
- 6.2 Students are required to complete all the credit required for the PG programme as approved by the Senate from time to time.
- 6.3 Seminar

Seminar shall satisfy the following conditions:

- i) Each seminar shall carry two credits and treated as a course for purpose of registration and evaluation.
- ii) Seminar Coordinators appointed by the DPGCs shall organize the Seminars and forward the grades awarded by the panels of examiners to the Academic Office by the end of the Semester.

7. Course Credit Requirements

The total minimum credit requirement for M. Tech. programme is 102 credits including the dissertation.

8. Course Assessments and award of grades

8.1 Assessment

For every course taken by the students, he/she is assigned a letter grade on his/her combined performance in all the assessments. These grades are described by the letters and corresponding grade points. The award of grades based on absolute marks out of 100 shall be made as, A+ (10 points), A (9 points), B+ (8 points), B (7 points), C+ (6 points), C (5 points), D (4 points), F (0 points - Re-registration), E-Incomplete, and W – Withdrawal. Minimum passing grade in a course is D.

If a student does not take or fails in the re-examination, he/she will be awarded the grade **F**. A student getting an **F** grade has to reappear.

The award of grades based on absolute marks out of 100 shall be made as shown in Table 3. Note that the grade boundaries as indicated in the table may be marginally adjusted

and the upper and lower limits are subject to limitations of percentage of marks.

Table 3: Grading system for M. Tech. Programmes

MARKS		GRADE (Points)		MARKS
80	≤	A+ (10)	<	100
74	≤	A (9)	<	80
68	≤	B+ (8)	<	74
62	≤	B (7)	<	68
55	≤	C+ (6)	<	62
48	≤	C (5)	<	55
40	≤	D (4)	<	48
00	≤	F (0)	<	40

8.2 Seminar Grade

8.2.1 If a student either does not submit his seminar report by the prescribed date or he/she is absent for presentation on the scheduled date he/she shall be awarded E grade unless he/she is given extension by the coordinator under exceptional circumstances. However in no case the extension shall exceed one month.

8.2.3 All students who get E grade in Seminar shall be allowed to complete the evaluation during the period earmarked for re-examination and will not be given a grade better than the maximum passing grade, B+.

8.3 Dissertation

- 8.3.1. Students are required to submit final hard bound project report to the respective Department.
- 8.3.2. The viva-voce will be conducted under departmental arrangements.
- 8.3.3. Forms for submission of assessed Dissertation, duly completed must be deposited to the Academic office along with the provisional clearances from Accounts Section.
- 8.3.4. Final grade reports are to be sent by the panel of examiners to the Academic office on completion of viva-voce.

8.4 Late Submission of Dissertation

Whenever any project stage is not submitted before the last date as specified in the academic calendar, the student is required to:

- a) Make specific request for extension with justification (without grade restriction) upto a specific date for submission at least 15 days before the last date of submission. In any case the student has to complete M. Tech. Programme in three years. The extensions given can exceed till the end of last academic year.

- b) Pay the Institute fees and formally register for the **fifth** semester for extension after 4th semester.
- c) Pay the Institute fees and formally register for the **sixth** semester for extension after 5th semester.

8.5 Dissertation Evaluation

8.5.1 The midterm assessment and pre-submission assessment of dissertation PART II, if any, will be done by a panel appointed by the PGAPEC in consultation with the supervisor(s). The panel shall consist of the supervisor(s) and two faculty members conversant with the field.

8.5.2 The midterm and pre-submission assessment will be done by a Board of Examiners appointed by the PGAPEC consisting of the following:

Chairman: Chairman, DPGPC or his nominee

Supervisor/co-supervisor: Supervisor(s)/ cosupervisor(s) and in their absence, another faculty member conversant with the subject.

Internal Examiner: A faculty member from the Institute conversant with the subject as internal examiner.

External Examiner: An approved examiner from other Institute/ Organization/Research Labs. The presence of external examiner is desirable. However, in case of difficulty in non-availability of external examiner in the required area, an additional internal examiner may be appointed in place of external examiner subject to the approval of PGAPEC.

8.5.3 The minimum passing grade in each of the dissertation assessment shall be C.

8.5.4 In case a student gets a fail grade in any of the project assessment he/she should carry out additional work/modifications etc. as suggested by the panel and appear for assessment within one month from the date of previous assessment. At this assessment, he/she should not be given a grade higher than B+.

8.5.5 A full-time/GATE student should not take up any other assignment before submitting his/her dissertation.

09. Performance Requirements

- The performance of a student in a semester is indicated by a number called the Semester Grade Point Average (SGA). The SGA is the weighted average of the grade points obtained in all the courses and projects taken by the student during the semester.
- Example: Suppose in a given semester a student has taken five courses having credits C_1, C_2, C_3, C_4, C_5 and his/her grade points in those courses are G_1, G_2, G_3, G_4, G_5 respectively. Then his/ her

$$SGA = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + C_4 G_4 + C_5 G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

- SGA will be calculated (after re-examination, if any) on the basis of the final grades awarded. The SGA is calculated up to two decimal places.

- An up-to-date assessment from the time the student entered the Institute is obtained by calculating a number called the Cumulative Grade Point Average (CGA).
- The CGA is the weighted average of the grade points obtained in all the courses taken by the student since he/she entered the Institute. It is calculated in the same manner as the SGA. **CGA for the course credits and the project credits will be separately calculated and shown in the grade card, along with the overall CGA.**
- In case of a student clearing a failed course, or a course taken in lieu of an earlier course as approved by the Department, the earlier failed grade would be replaced by the new passing grade in calculation of the CGA.
- For continuation of a student in the Programme the minimum CGA must be 5.50. A student getting a CGA less than 5.5 will have to leave the institute.
- For CGA requirement of 5.5, if re-examination is allowed in any of the courses and is taken by the student, CGA will be calculated using the new grade obtained by the student in the re-exam.

10. Leave Rules

The students getting teaching assistantship are entitled for a leave in an academic year - maximum of 30 days (including medical leave of 10 days) but they are not entitled for any vacation during summer/winter.

11. Disposal of answer sheets

The answer sheets of all examinations during any academic year shall be preserved till the conduct of first semester examination of subsequent academic year. After the conduct of first semester examination, in any academic year, the process of disposal of answer sheets of previous academic year shall be initiated and carried out under the supervision of Controller of Examinations.