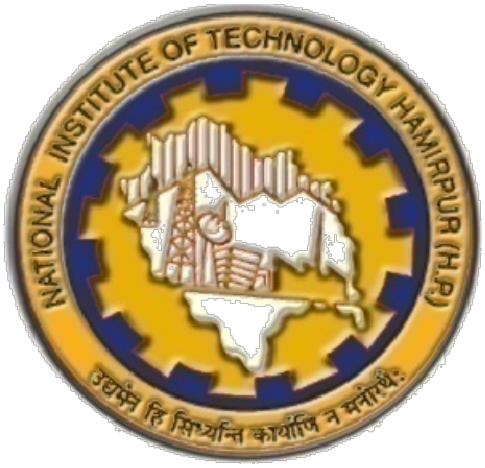
# Ordinances

# For

# Master Programmes




राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर

हमीरपुर-177005 (हिमाचल प्रदेश),भारत

**National Institute of Technology Hamirpur**

**Hamirpur-177005 (Himachal Pradesh), India**

http://www.nith.ac.in

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# For

# Master Programmes

## (M. Tech./M. Arch./MSc/MBA)

Adopted in the 28th SENATE Meeting Held on 19.07.2019

राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर

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## Preface

The Master programmes of NIT Hamirpur are governed by these Ordinances. The provisions contained in these Ordinances govern the policies and procedures on the admission of students, registration for courses, imparting instructions of courses, conducting examinations, evaluation, and award of degree based upon performance of students.

These Ordinances shall supersede all the earlier set of rules and regulations of the Institute, with all the amendments thereto, and shall be binding on all the students of master programmes.

The cases of the students admitted in earlier years, shall be dealt appropriately and carefully, so as to ensure that they are not subjected to any unfair situation whatsoever, although they are required to conform to these Ordinances.

It shall be ensured that all the policies and procedures given in these Ordinances are adhered to and implemented without any change and with all fairness. While handling an issue, if there is no specific mention, the same shall be dealt suitably.

It is in the interest of the student that he/she should be fully familiar with the academic system of the Institute and provisions contained in these Ordinances.

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# 1. MASTER PROGRAMMES AND OBJECTIVES

The Institute offers Master Programme (M.Tech./M.Arch./MSc/MBA) in specializations as enlisted in Annexure MG-01 or any other branch as approved by the Board of Governors (BOG) on the recommendation of the SENATE or as per directions of MHRD issued from time to time. The number of seats in each specialization of Master Programme shall also be decided by the BOG on recommendation of the SENATE or as per the directions of MHRD issued from time to time. Hereafter, Departments and Centres shall be referred to as Department.

The objectives of the Master Programmes at the National Institute of Technology Hamirpur are as follows:

- To cultivate high standards of teaching, research and development
- To develop the engineering, architectural, scientific and managerial manpower of the highest quality to cater to the needs of the industry, R&D organizations, academia and society
- To provide opportunities to students to conduct research and technological development in specialized areas
- To be a role model and leader of educational Institutions in the country
- To provide a broad grasp of the fundamental principles of the technological, architectural, scientific and managerial methods through its curriculum in the areas of specialization
- To provide a thorough understanding of the areas of specialization
- To provide an innovative ability to solve new and open problems
- To provide a capacity to learn continually and interact with multidisciplinary groups
- To develop the students with a capability for free and objective enquiry, courage and integrity, awareness and sensitivity to the needs and aspirations of society.

With these objectives in view, the Master Programmes are designed to include courses of study, seminars, projects/dissertation through which a student shall develop his/her concepts and intellectual skills.

# 2. ACADEMIC BODIES FOR MASTER PROGRAMMES

The Institute shall have different academic bodies so as to plan and handle the academic matters pertaining to Master Degree Programmes.

## 2.1 Office of the Dean (Academic)

The office of the Dean (Academic), called the Academic Section, is responsible for the implementation of the decisions taken on academic matters by the SENATE and other Academic bodies. Its functions are as follows:

- Receives, processes and maintains all records relating Bachelor, Master and Doctoral Programmes including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees and prizes.
- Disseminates information pertaining to all relevant academic matters.
- Issues necessary Memoranda/Orders related to Academics
- Acts as a channel of communication between the students, Departments/Centres and other Academic bodies of the Institute.

Academic Section also assists the Academic bodies and its subcommittees in their functioning. Dean (Academic) is the main functionary who ensures the smooth functioning of the academic programmes as approved by the SENATE, executes the policies and decisions of the SENATE and other Academic bodies, and ensures that all records and

files are maintained. The Master Programme Section of the Academic Section shall assist the Senate Master Programme Committee (SMPC) in its functioning and updates/maintains the records related to Master Programmes.

### 2.2 Standing Committee of the SENATE

A Standing Committee of Senate (SCOS) shall assist the Chairman, Senate in academic matters within the purview of the SENATE which are urgent in the interest of the Institute from time to time. The composition of the SCOS shall be as under:

| | | |
|---|---|---|
| 1. | Dean (Academic) | Chairperson |
| 2. | Dean (Student Welfare) | Member |
| 3. | HoD/HoC of Concerned Department/Centre | Member |
| 4. | Chairperson, Senate Bachelor Programme Committee (SBPC) | Member |
| 5. | Chairperson, Senate Master Programme Committee (SMPC) | Member |
| 6. | Chairperson, Senate Doctoral Programme Committee (SDPC) | Member |
| 7. | Registrar | Member Secretary |

The Chairman, Senate shall mark the academic matters of urgent nature to the Chairperson/Member Secretary of above Committee for discussion and the recommendations of above Committee shall be put up to the Chairman, Senate for consideration and approval. The approved matter will be implemented and further ratified in the next SENATE meeting.

### 2.3 Senate Master Programme Committee (SMPC)

The Senate Master Programme Committee (SMPC) shall assist the SENATE in all academic matters related to the Master Programmes which operates through the Departmental Master Programme Committees (DMPCs).

#### 2.3.1 Constitution of SMPC

The SMPC shall have the following composition:

| | | |
|---|---|---|
| 1. | A faculty member nominated by the Chairman, Senate preferably from amongst Senate member | Chairperson |
| 2. | Convener, DMPC from all Academic Departments | Members |
| 3. | Immediate former Chairperson, SMPC, if not already a member | Member |
| 4. | Chairperson, SBPC, if not already member | Member |
| 5. | Faculty nominated by Chairman, Senate | Member |
| 6. | Faculty nominated by Chairman, Senate | Member Secretary |
| 7. & 8. | Two Master Students (one male and one female), one from M.Tech. Programmes and one from other Master Programmes (to be nominated by the Dean (Academic)) | Members |

The tenure of the committee and the Chairperson, SMPC shall be normally of two years. The SMPC shall meet at least two times in every semester.

#### 2.3.2 Functions and Jurisdiction of the SMPC

The functions of the SMPC consist primarily of general policy determination, coordination and review, but the SENATE shall retain the power of final decision. In the discharge of its responsibilities the Committee shall make full

use of the appraisals and recommendations of the various academic Departments/Centres concerned while recommending a case to the SENATE. This Committee shall be assisted by the DMPCs of various Departments.
The SMPC shall have jurisdiction in the following matters concerning the Master Degree Programmes of the Institute:

(i) the recommendation of new Master programmes and new courses
(ii) the recommendation for desirable modification of courses already approved
(iii) the recommendation for credit value of courses
(iv) the recommendation for admission of qualified students to candidacy for Degrees
(v) the formation of rules governing the evaluation and disposal of Dissertation/Project
(vi) recommendations for granting of Degrees
(vii) in such other related matters as may be referred to it by the SENATE

## 2.4 Departmental Master Programme Committee (DMPC)

Each academic Department/Centre shall have a Departmental Master Programme Committee (DMPC) for dealing the academic maters of their Master Degree Programmes.

### 2.4.1 Constitution of DMPC

The DMPC shall have the following constitution:

| | | |
|---|---|---|
| 1. | Chairperson, DMPC | Head of the Department/Centre (HoD/HoC) (ex-officio Chairperson) |
| 2. | Convener, DMPC | To be nominated by Head of the Department (HoD/HoC) |
| 3. | Convener, DBPC of concerned Department/Center | Member (ex-officio) |
| 4. | ***Additional Members** | |
| | 1. One Professor, if available (otherwise Associate/Assistant Professor) | Member |
| | 2. One Associate Professor, if available (otherwise Assistant Professor) | Member |
| | 3. One Assistant Professor | Member |
| | 4. One Professor/ Associate Professor from other Department *(To be nominated by the HoD/HoC, in consultation with Departmental/Centre Faculty Board)* | Member |
| 5. | Two Full-Time Master students (Preferably, one Male and one Female n*ominated by the HoD/HoC)* for a period of one year by rotation | Member |

**In case there are not sufficient faculty members in a particular Department/Centre, Chairman, Senate may nominate faculty from other Departments/Centres of the Institute.*

The DMPC shall be proposed by the HoD/HoC in consultation with the Departmental Faculty Board (DFB) and shall be approved by the Chairperson, SMPC. The term of the Committee shall be two years, preferably, starting from the month of January. The student members shall not participate when the cases of academic evaluation of the concerned students are being considered, although the opinion of student might be sought prior to taking any decision.

### 2.4.2 Responsibilities of DMPC

The DMPC is responsible for the following:

(i) Supervision and conduct of lecture, tutorial and practical classes
(ii) Supervision and conduct of mid-term exam, class tests, quizzes, practical tests, end semester examination, dissertation work, seminar and project presentation and ensuring its quality
(iii) Monitoring of quality of instructions to students
(iv) Appointment of supervisors of Master Programme candidates
(v) Admission related matters in Master programmes at departmental level
(vi) Monitoring the quality of research
(vii) Proposing and implementing new courses and programs as approved by the SENATE/BOG
(viii) Monitoring daily attendance of all Master students
(ix) Recommending for release/continuation of assistantship on monthly basis based on attendance and weekly workload of Master students
(x) Attending to the problems of students and advising, counseling them in academic matters
(xi) To recommend the cases of Master Programme students for continuation/extension/ termination/cancellation of programme
(xii) Acting as Student Grievance Committee for Master programmes students
(xiii) Any other work assigned to it by the SMPC/Dean(Academic)/SENATE

The Chairperson, DMPC is expected to hold the meeting regularly and to keep record of its decisions. DMPC shall meet at least two times in an academic semester.

# 3. ACADEMIC SESSION AND ACADEMIC CALENDAR

## 3.1 Academic Session

The academic session of the Institute is divided into two semesters each of approximately eighteen weeks duration. The semester timeline is defined in the Academic Calendar and it is broadly defined as:

Semester I (Odd Semester): July to December.
Semester II (Even Semester): January to June.

For all Master students, except for students of second year those who are doing Master Dissertation, each regular semester (odd and even) shall be for fourteen weeks for academic instructions. Additionally, the last two weeks of each semester shall be earmarked for the End Semester Examination and one week during the semester for Mid Semester Examination.

## 3.2 Academic Calendar

The exact dates of all the important events, such as orientation, registration, late registration, commencement and end of the classes, submission of documents, examinations, submissions of grades, vacations, mid-semester break, etc., during the Academic Session shall be specified in the Academic Calendar of the Institute. The SENATE shall approve the Academic Calendar prior to start of each academic session.

# 4. ADMISSION IN MASTER PROGRAMMES

The admission to Master programmes shall be made once in an academic year in the beginning of Odd Semester. The category of Master Programmes Students along with eligibility of admission and procedure of admissions are described in the following sections.

## 4.1 Categories of Master Programme Students

Master Programmes are generally on full time basis. Full time students are further categorized as Full-Time Stipendiary, Full Time Non-Stipendiary and Full-Time Sponsored.

### (a) Full Time Stipendiary

This category of Master students are admitted in M.Tech. and M.Arch. Programmes and they shall be given financial assistance in the form of stipend at the approved rates and guidelines as notified by the MHRD from time to time. The stipend shall be awarded to the students of this category on a Semester–to-Semester basis on the recommendation of the HoD/HoC. The renewal of the stipend is dependent on the satisfactory academic performance of the student in previous semester.

### (b) Full Time Non-Stipendiary

This category of Master students are admitted in MSc and MBA programmes and they shall not be given any kind of stipend from the Institute.

### (c) Full Time Sponsored

This category of master students shall be sponsored by Government/Semi-Government Organizations/Institutions for pursuing their Master Degree M.Tech and M.Arch programmes only. Such students will receive financial support from AICTE under QIP scheme OR will be on study leave from their parent Institution/Organization.

## 4.2 Eligibility for Admission in Master Programmes

For the admission in any Master Programme the applicant must have CGPI of 6.5 on a 10-point scale (or equivalent) or 60% marks in case of Open/EWS/OBC-NCL candidates in qualifying degree. Whereas in case of SC/ST candidates, a CGPI of 6.0 on a 10-Point scale (or equivalent) or 55% marks in qualifying degree shall be applicable.

The eligibility conditions given above shall be considered the absolute minimum. Departments/Centres shall reserve the right to prescribe any requirements over and above these, subject to the approval of the SENATE.

### 4.2.1 Master of Technology (M.Tech.)

Bachelor degree or equivalent degree in appropriate branch of Engineering/Technology of minimum four years duration.

### 4.2.2 Master of Architecture (M.Arch.)

Bachelor degree or equivalent degree in appropriate branch of Architecture of minimum five years duration.

### 4.2.3 Master of Science (MSc)

Bachelor degree or equivalent in appropriate stream of Science (Physics/Chemistry/Mathematics) of minimum three years duration.

### 4.2.4 Master of Business Administration (MBA)

Bachelor degree or equivalent in any discipline of minimum three years duration.

## 4.3 Additional Admission Requirements of Sponsored Candidates

A candidate who fulfills the eligibility criteria mentioned in Clause (4.2) and is sponsored by his/her employer may be considered for admission provided he/she fulfills the following conditions:

(i) The sponsored candidate must attach the relevant sponsorship certificate on letterhead of the Institution/Organization/Industry along with the application.

(ii) The sponsoring organization must be a reputed medium or large-scale Government/Semi- Government organization/AICTE recognized technical institution.

(iii) The sponsored candidate must have been in regular service of the sponsoring organization for at least two years. The sponsoring organization must specifically undertake to relieve him/her to pursue the Master programme for its full duration as per the admission category requirement. Such candidates are required to submit No Objection Certificate (NOC) from their employer/organization.

Admission of all sponsored candidates shall be on the basis of GATE Score in appropriate discipline/branch. However, the condition of GATE score in appropriate discipline/branch may be relaxed for the foreign students.

### 4.4 Master Students Selection Committee (MSSC)

To handle the admission process of M.Tech./M.Arch. (Full Time sponsored) and MBA (Full Time) programmes, the Master Students Selection Committee (MSSC) shall be constituted in each academic Department/Centre. The MSSC of the Department/Center shall be constituted every year in the month of January.

The MSSC of the Department/Centre shall have the following constitution:

| | | |
|---|---|---|
| 1. | Head of Department/Centre | Chairperson |
| 2. | Convener, DMPC | Member Secretary |
| 3. | Two Faculty Members from the Concerned Department/Centre | Members |
| 4. | One Faculty Member from other Department/Centre *(Nominated by Chairman, SENATE)* | Member |

The MSSC of the Department/Center shall be proposed by the HoD/HoC and approved by the Chairman, Senate in consultation with Dean (Academic). The Chairperson, SENATE may add or delete name of members from concerned Department, if found any inconsistency at S. No. 3 in the proposed list. Utmost care should be taken to ensure that the faculty members nominated for consecutive years should not be repeated, preferably, provided option is available in the Department/Centre. If a particular Department/Centre doesn't have the requisite number of faculty as per the constitution of MSSC of the Department/Center, then the concerned Head may request Chairman, Senate through Dean (Academic) for nomination of suitable faculty from outside the Department/Centre. Once approved, the term of the MSSC shall be for one calendar year.

### 4.5 Admission Procedure for Master Programmes

The admission procedure to various Master Programmes, offered in the Institute, shall be as per the following guidelines:

#### 4.5.1 M.Tech/M.Arch (Full Time Stipendiary)

Admissions to M.Tech./M.Arch. candidates shall be done centrally through centralized counselling process/bodies notified by the Ministry of Human Resource Development (MHRD), Govt. of India from time to time. All the details are normally made available on the website of these bodies/agencies and candidates are required to follow the prescribed procedure.

### 4.5.2 MSc (Full Time Non-Stipendiary)

Admissions to MSc programmes shall be done centrally through centralized counselling process/bodies notified by the MHRD, Govt. of India from time to time. All the details are normally made available on the website of these bodies/agencies and candidates are required to follow the prescribed procedure.

### 4.5.3 MBA (Full Time Non-Stipendiary)

The admission to MBA programme shall be done either centrally as per MHRD guidelines or by the institute on the basis of valid CAT/MAT/CMAT/GMAT Score in any discipline/stream, or qualified any other written examination to be conducted by Centralized Admission Examination Body.

### 4.5.4 M.Tech./M.Arch (Full Time Sponsored)

Eligibility for admission to M.Tech./M.Arch. (Full Time Sponsored) programmes shall be based on the eligibility criteria mentioned in Clause (4.2). The detailed procedure is presented as follows:

(i) The applicants shall apply for admission on the prescribed forms which can be downloaded from Institute website. The duly completed application must reach to the office of Dean (Academic) by the specified deadline.

(ii) The applications shall be scrutinized by the respective MSSC of the Department/Centre. The list of shortlisted candidates shall be displayed by the concerned HoD/HoC on Institute's website**.**

(iii) The counselling and admission of shortlisted candidate as per the schedule mentioned in the Admission Notice will be held in the concerned Department/ Centre for which candidates are required to appear in person.

(iv) To resolve and determine inter se merit of candidates having same GATE score, criterion based upon (a) GATE year (earlier year will be given more preference), (b) working experience (preference to more experience), and (c) age (preference to older) in the stated order (a, b and then c) may be used.

(v) On the recommendation of the MSSC of the Department/Centre, the list of candidates recommended for admission will be sent for approval of Chairman, Senate through Associate Dean (Admission) and Dean (Academic). If needed, the Chairman, Senate may constitute a special committee to recommend the candidates based upon lists received from the Departments/Centres.

(vi) On approval of the Chairman, Senate, the HoD/HoC will issue admission letters to the candidates, who will be required to accept the offer of admission by depositing the prescribed fee by the specified deadline.

(vii) In case, a candidate does not accept the offer by paying the prescribed fee by the specified deadline, the offer of admission may stand withdrawn and the admission may be offered to the candidates in the waiting list, if any, in the order of merit. The offer of admission may also stand withdrawn if the candidate who has accepted the offer and fails to register by the last date of registration.

### 4.5.5 Admission in Master Programmes under DASA/ICCR/MEA/Study in India etc.

Admissions of Foreign Nationals/Persons of Indian Origin/Non-Resident Indians/Overseas Citizen of India can be made to various Master (Engineering/Architecture) Programmes under Direct Admission of Students Abroad (DASA) Scheme of MHRD. Further the admission can be made under the Cultural Exchange Fellowship Programme of government of India, administered by the Indian Council of Cultural Relations (ICCR), Ministry of External Affairs (MEA), Study in India Programme of Government of India, or any other scheme of GOI etc. as per rules of respective scheme. The seats under all these schemes are over and above the sanctioned seats. The admission process is handled by some coordinating Institute who is entrusted the responsibility by MHRD.

## 4.6 Reservation Policy in Admissions of Master Programme

The Institute shall follow the reservation policy issued by the Government of India/ MHRD from time to time.

## 4.7 Withdrawal of Admission

The Institute will consider the request for the withdrawal of admission if such request is made in accordance with the following prescribed rules:

(i) Any student admitted to any of the Master programmes offered by the Institute may apply for withdrawal of his/her admission at any time during the academic year of admission or later.

(ii) Application for withdrawal must be made in the prescribed format duly signed by the student and his/her parent/guardian.

(iii) The application must be routed through the concerned Department/Centre, whenever applicable (in all cases after closing of the admission process during first semester). Refund of fee to such students will be made as per Institute refund rules.

### 4.8 Cancellation of Admission

All students admitted to Master Programmes shall submit copies of their mark-sheets, provisional certificates, etc. of the qualifying examination and other required documents by the last date specified in the Institute Academic Calendar. The Dean (Academic) in consultation with the Chairman, Senate may cancel the admission of any student who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). The Chairman, Senate may also cancel the admission at any later stage if it is found that the student had provided any false information or suppressed relevant information while seeking admission.

## 5. REGISTRATION IN MASTER PROGRAMMES

A student is mandatorily required to register in person every semester as per schedule mentioned in the Academic Calendar for the Courses/Projects/Dissertation credits that he/she intends to pursue in that semester. The registration will be done departmentally under the supervision of the Head/Coordinator of a respective specialization/program of the Department/Center (**Annexure: MPP-01**).

### 5.1 Registration Procedure

The registration process involves following three steps:

(i) Payment of fees and clearance of outstanding dues (if any), signing of the Registration Roll in person, and submitting a duly filled/completed Registration Card. All Master students must continue to register in the following semester till they submit their dissertation or complete the programme.

(ii) All the students including those who are on authorized leave shall continue to register in the following semesters till they complete their programme.

(iii) The candidates admitted to the Institution in their first year in any programme are required to submit certificates/documents of having passed the qualifying examination and other documents by the last date given in the Admission Information Brochure/Academic Calendar to get their registration regularized.

**The sole responsibility for registration shall rest with the concerned student.**

### 5.2 Late Registration

If for any compelling reasons beyond the control of an individual, a student is unable to register on the day of registration, he/she will be allowed to register till the last date of registration specified in the Academic Calendar (which is generally about one week from the date of registration). Any student registering late shall have to pay Late Fee as decided by the SENATE from time to time. However, in genuine cases supported by the authenticated documents, the late fee can be waived off by the Dean (Academic) on the recommendation of concerned HoD/HoC on case to case basis.

However, the maximum period of late registration cannot exceed three weeks after initial date of registration (i.e. date without Late Fee) specified in the Academic Calendar. In this case, it will be the sole responsibility of the student to

maintain requisite level of attendance requirement and his/her attendance shall be counted from the Last Date of Late Registration (i.e. date with Late Fee) mentioned in the Academic Calendar.

Only in very exceptional cases, a student may be allowed to register after Last Date of Late Registration with the permission of Chairman, Senate on the recommendation of concerned HoD/HoC and Dean (Academic) on case to case basis.

### 5.3 Adding/Dropping a Registered Course

Student of Master Programme shall register, for course work, as recommended by Registration Coordinator/Convener DMPC of the concerned Department/Centre. Changing of Programme Elective Course(s) (dropping older course and adding new one) after registration is permitted only if the student's request is endorsed by both the course coordinators (older as well as new) in the registration card and is also endorsed by the Registration Coordinator/Convener DMPC. The last date for changing of course(s) will be the last date of late registration as specified in the Academic Calendar and no change will be allowed after this date.

### 5.4 Cancellation of Registration

Registration of a candidate in Master Programmes may be cancelled if the candidate fails to fulfill the requirements of registration criteria. Such cases shall be duly forwarded by DMPC, SMPC and Dean (Academic) to Chairman, Senate for approval of the same. Dean (Academic) will issue the notice for cancellation of registration after approval.

## 6. COURSES OF STUDY FOR MASTER PROGRAMMES

All candidates of Master programmes are required to complete successfully the prescribed course requirements and all other prerequisites for the award of Master Degree.

### 6.1 Course Curriculum

The M.Tech./M.Arch./MSc/MBA Course Curriculum shall consist of course structure and course syllabi. Further course structure consists of list of Core Subjects, Elective Subjects, Seminars, Projects and Dissertations etc. The Departments/Centres may organize educational tours and training as well. Each student is required to register for the courses of respective departmental specialization course structure. The course curriculum of a programme consisting of teaching scheme and course syllabi shall be approved by the SENATE from time to time on the recommendation of SMPC through DMPC.

At National Institute of Technology Hamirpur, the medium of instructions in all the courses shall be English only.

### 6.2 Semester Load

A student shall register every Semester as per the approved Course Structure of respective programme and branch. Each course carries a weight in terms of credit units depending upon the nature of the course. Only approved courses of a course curriculum shall be offered during any Semester.

### 6.3 Audit Courses

A student may audit a course in addition to the prescribed academic load requirement with the permission of the concerned Head of Department/Centre. There will, however, be no obligation on the part of Department/Centre to reschedule the timetable if any clash arises. Under this arrangement, the student is simply auditing the course and

the grade awarded to him/her in that course shall be entered in his/her Grade Card but shall not be considered for SGPI/CGPI calculations.

### 6.4 Modification/Framing New Course Curriculum

A new course curriculum or modification to existing course curriculum in terms of changes in course structure and course syllabi require the approval of the SENATE before implementation. The proposal shall first be proposed by the concerned DMPC. Thereafter, the concerned Convener, DMPC will send the recommendation to the Chairperson, SMPC who will put the case in SMPC meeting for deliberation. The recommendations of SMPC along with comments/suggestions shall be put up in the SENATE for approval through Dean (Academic). If a meeting of the SENATE is not scheduled within a short period before implementation of new/modified curriculum then in certain minor cases, the Chairman, Senate may approve the proposal which shall be ratified in the next SENATE meeting.

### 6.5 Starting of New Master Programmes

Any new Master Programme leading to M.Tech./M.Arch./MSc/MBA has to be proposed by a committee constituted by the Director at the Institute level specifying the full details of infrastructure facilities, scope/acceptability of the programme, proposed intake, teaching scheme and syllabi, etc. Generally, the Committee shall have following composition:

| | | |
|---|---|---|
| 1. | Dean (Academic) | Chairperson |
| 2. | Chairperson, SMPC | Member |
| 3. | One closely related HoDs/HoCs (nominated by the Chairman, Senate) | Member |
| 4. | Two faculty members of the Institute (nominated by the Chairman, Senate) | Members |
| 5. | Two External Experts from industry and/or academia (nominated by the Chairman, Senate) | Members |

The proposal shall be further deliberated in SMPC and recommendations along with comments/suggestions shall be sent to the SENATE through Dean (Academic) for approval. After approval, the case shall be further recommended by the SENATE to the BOG for final approval.

## 7. EVALUATION AND GRADING SYSTEM FOR COURSE WORK/PROJECT/ TRAINING

The performance of the student in each course is evaluated through a series of examinations and tests scheduled during the academic semester. Grading is the process to evaluate each individual student's performance and learning by applying standardized measurements of varying levels of achievement in a course. NIT Hamirpur assigns letters grade in each course.

### 7.1 Evaluation System

The evaluation of students shall be based on his/her performance in continuous semester assessment, Mid Semester and End Semester Examinations. The complete transparency shall be maintained in the evaluation system.

### 7.2 Evaluation of Theory/Practical/Project/Studio Courses

The evaluation of students in a particular course shall be based on his/her performance in Continuous Semester Assessment (tutorials, assignments, class test, quizzes, laboratory work, viva, etc.), Mid Semester Examination, and End Semester Examination. The evaluation of answer sheets of Mid Semester Examination, quizzes and class tests, and home assignments shall be done within reasonable time and shown to the students. The answer sheets of the End Semester Examination will also be shown to the students after evaluation within reasonable time as per the Schedule of Academic Calendar. Similar practices shall also be followed during supplementary examination.

For each course, there will be a course coordinator appointed by Head of respective Department/Centre. The course coordinator shall be responsible for setting the question paper, maintaining its secrecy, evaluating and awarding the grades. For the courses, where more than one faculty members are involved in teaching, one of them shall be appointed as course coordinator by Head of respective Department/Centre but question paper will be set by course coordinator in consultation with associated faculty members.

The weightages of various components for award of Grades in Theory/Practical/Project/Studio Courses shall be as under:

### A. Theory Courses

| Sr. No. | Component | Weightage |
|---|---|---|
| 1. | Continuous Semester Assessment (Based on performance in assignments/quizzes/tests/tutorials, etc.) | 20% |
| 2. | Mid Semester Examination | 30% (1½ Hours) |
| 3. | End Semester Examination | 50% (03 Hours) |

### B. Practical Courses

| Sr. No. | Component | Weightage |
|---|---|---|
| 1. | Continuous Semester Assessment (Based on quantity and quality of experiments/jobs, skills in handling equipment, performance in viva/tests, accuracy of outcomes/features, etc.) | 60% |
| 2. | End Semester Examination (Performance in practical/job/test/quiz/viva, etc.) | 40% |

### C. Studio Courses Having Lectures and Drawings

| Sr. No. | Component | Weightage |
|---|---|---|
| 1. | Continuous Semester Assessment (Based on quantity and quality of experiments/jobs, skills in handling equipment, performance in viva/tests, accuracy of outcomes/features/design problems, etc.) | 80% |
| 2. | End Semester Examination (Performance in practical/job/test/quiz/viva, etc.) | 20% |

### D. Project Work

The Projects of Master students shall normally be evaluated on the basis of quality of work carried out, the reports submitted, contents and presentation. Convener, DMPC shall act as Project Coordinator and allot students to the faculty members of the Department/Center based on the choice of the student and the area of specialization of the faculty member. Each project group shall be evaluated twice i.e. during Mid Semester and End Semester by a Committee as per the schedule mentioned in Academic Calendar. The Committee of project evaluation shall be as per the following composition:

| | | |
|---|---|---|
| 1. | One Expert outside of department | Member |
| 2. | One Expert from the Department | Members |
| 3. | Project Supervisor | Convener |

### E. Industrial Training

The evaluation and award of grades for industrial training shall be done by a Committee consisting of:

| | | |
|---|---|---|
| 1. | One expert outside of department | Member |
| 2. | One Expert from the Department | Members |
| 3. | Supervisor | Convener |

### 7.3 Grading System

The Institute follows absolute grading system. A student shall be awarded a letter grade in each course he/she is registered for, indicating his/her overall performance in that course. There are eight letter grades: A, AB, B, BC, C, CD, D and F. The correspondence between letter grades, grade points (on a 10 point scale), percentage marks and academic performance is given in next page:

| **Letter Grade** | **A** | **AB** | **B** | **BC** | **C** | **CD** | **D** | **F** |
|---|---|---|---|---|---|---|---|---|
| **Grade Points** | 10 | 9 | 8 | 7 | 6 | 5 | 4 | 0 |
| **Marks (%)** | $\geq$80 | <80 &$\geq$70 | <70 &$\geq$60 | <60 &$\geq$50 | <50 &$\geq$45 | <45 &$\geq$40 | <40 &$\geq$30 | <30 |
| **Academic Performance** | Outstanding | Excellent | Very Good | Good | Average | Below Average | Marginal | Fail |

The following are the general guidelines for the award of grades:

(i) All evaluations of different components of a course announced in the course plan shall be done in terms of marks for each student.

(ii) The marks of various components shall be added to get total marks secured on a 100-point scale. For any course, the above table will be used to award grades corresponding to the secured marks.

(iii) A student, who does not appear in the End Semester Examination for any reason, shall be awarded F grade irrespective of his/her performance in the Internal Assessment.

(iv) The concerned teacher shall award and submit the final grades online and also forward a copy of these grades to the HoD/HoC for onward transmission to Academic Section as per the schedule mentioned in Academic Calendar.

### 7.4 Grade Point Index (GPI)

There shall be two grade point index (GPI):

(i) GPI based on academic performance during a particular semester [Semester Grade Point Index (SGPI)]

(ii) GPI based on academic performance during the entire enrollment period of Master Programme [Cumulative Grade Point Index (CGPI)]

#### 7.4.1 Semester Grade Point Index (SGPI)

The SGPI (Semester Grade Point Index) is an indicator of the overall academic performance of a student in all the courses he/she has registered during a given semester. For example, if the grades awarded to a student are $G_1$, $G_2$,…, $G_m$ in courses (say, m) with corresponding credits $C_1$, $C_2$,…, $C_m$, the SGPI is given by

$$\text{SGPI} = \frac{C_1G_1 + C_2G_2 + ... + C_mG_m}{C_1 + C_2 + ... + C_m}$$

#### 7.4.2 Cumulative Grade Point Index (CGPI)

The CGPI (Cumulative Grade Point Index) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester/supplementary examination. It is computed in the same manner as the SGPI, considering all the courses (say, n), and is given by

$$\text{CGPI} = \frac{\sum_{i=1}^{n} C_i G_i}{\sum_{i=1}^{n} C_i}$$

**Note**: NIT Hamirpur has not evolved any formula to convert the CGPI into percentage. However, for the purpose of employment or requirement of any external body that NIT Hamirpur Master student wishes to join, the CGPI may be notionally converted to percentage by multiplying the CGPI by a multiplication factor of 10. This is applicable to all Master Students since adoption of Grading System for Master Programmes. Moreover, the Institute shall not issue any separate certificate/document in this regard.

## 7.5 Improvement in CGPI

A student who has passed all the requisite courses of a programme but fails to score minimum requisite CGPI for the award of degree, may be allowed to improve

1. By appearing in Supplementary Examination in the course(s) where he/she has scored D grade(s), provided he/she is allowed to continue in the programme as per Clauses of Section 9. Marks in Continuous Semester Assessment and Mid Semester Examination shall remain same as per the previous record.
2. Continuous Semester Assessment and Mid Semester Examination of the course (theory, practical, project, etc.), where he/she has secured D grade and has less than 50% marks in these components (reduced marks in case of attendance is less than 75%). However, the student will only be allowed to register after completion of minimum residential requirement given in Clause 9.2. This registration will be allowed along with students of regular semester at that point of time where this course is floated (odd semester or even semester). The requests of the student to resolve any clash in Time Table and allotment of hostel will not be entertained. Marks secured by the student in Internal Assessment and End Semester Examination during this semester registration will be counted for awarding the grade.

## 7.6 Supplementary Examination

There shall be a Supplementary Examination every year during June/July as per the schedule mentioned in Academic Calendar. The weightage of Supplementary Examination will be same as for End Semester Examination of respective subject. Following are the eligibility criteria to appear in Supplementary Examination:

1. A student who registered for a course during the regular semester and who got F grade after appearing in the End Semester Examination.
2. A student who registered for a course during the regular semester, but, could not appear in the End Semester Examination.

## 7.7 Grade Report Card and Transcript

A copy of Grade Report Card shall be issued to each student at the end of the semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee. Transcript contains the record of the grades obtained in each and all Courses, Projects and Seminars registered by a student during his/her entire Master Programme. It also includes the courses which have been repeated and/or replaced. Transcript can also be obtained on payment of the prescribed fee. The Grade Report Card and Transcript of a student can be withheld by the Institute if he/she has not paid his/her dues, or if there is a case of indiscipline pending against him/her.

# 8. APPOINTMENT OF SUPERVISOR AND EXAMINATION OF M.TECH. /M.ARCH. DISSERTATION

## 8.1 Appointment of Dissertation Supervisor

Following guidelines shall be considered while appointing dissertation supervisor:

(i) An M. Tech./M. Arch student has to select Dissertation Supervisor from amongst the faculty members of his/her Department/Centre at NIT Hamirpur and approved by HoD/HoC in consultation with DMPC using modalities decided by the Departmental Faculty Board (DFB)/Institute (**Annexure: MPP-06**).

(ii) A student has to select a topic for his/her dissertation in consultation with supervisor, based on his/her interest and the available facilities in the Department/Centre/Institute.

(iii) The supervisor to each Master student shall be appointed immediately after the 2nd semester examination i.e. before the start of summer vacations for faculty.

(iv) Normally a faculty member shall not supervise more than five individual candidates. A shared candidate will be counted as one unit. However, with the approval of Chairman, Senate more than five candidates may be allowed as a special case.

(v) A student shall not normally have more than two supervisors at any given time.

(vi) A student can have a co-supervisor from outside the Institute or inside the Institute on the recommendation of the concerned DMPC and the Chairperson, SMPC and with the approval of the Chairman, Senate. The DMPC must ensure that the supervisor has recommended the case clarifying that how addition of co-supervisor will facilitate better research work. Also, the written consent of the proposed co-supervisor be attached.

(vii) In case there has been addition in the supervisor, the dissertation will not be submitted earlier than six months from the date of such change.

(viii) If a student's supervisor proceeds on long leave (more than 3 months) and if there is only one supervisor, then prior to proceeding on such a leave the Convener, DMPC shall, in consultation with HoD/HoC and the student, appoint a dissertation coordinator to ensure that the student does not suffer in his/her absence. Further, if all research work and related analysis is complete except writing of the dissertation, and the supervisor proposes to go on leave, the Dissertation coordinator/Convener-DMPC shall take care of the formalities.

A faculty member appointed as dissertation supervisor is normally expected to be available to the student in the Institute till the dissertation is submitted. However, under unavoidable circumstances, such as long leave, resignation, retirement, or death etc. an alternative supervisor may have to be appointed by the HoD/HoC in consultation with student and availability of faculty.

## 8.2 Examination of Dissertation

The Dissertation work of M.Tech./M.Arch. Students in 3rd and 4th semester shall be examined twice in a semester by Dissertation Examination Board (DEB) constituted by the HoD/HoC in consultation with DMPC in the beginning of 3rd semester.

The modalities to be adopted for examination of all Master students in the Department/Center shall be as follows:

a. Master students of a Department/Centre shall be divided into groups on the basis of their area and sub-area of specialization by the HoD/HoC in consultation with DMPC.

b. Each group shall be preferably of 5 students.

The composition of the DEB shall be as under:

| | | |
|---|---|---|
| 1. | HoD/HoC | Chairperson |
| 2. | One Faculty Member from the Department/Centre preferably within area of specialization proposed by supervisor | Member |
| 3. | One Faculty Member from other Department/Centre proposed by supervisor | Members |
| 4. | Concerned Supervisor | Convener |

Academic dissertation performance of a Master Student shall be in the form of letter grade (Clause 7.3) which shall reflected in the Grade Card but it shall not be counted for calculation of CGPI. The distribution of evaluation weightage in each semester shall be as follows:

**M Tech/M Arch Dissertation**

| Sr. No. | Particulars | Weightage | Remarks |
|---|---|---|---|
| 1. | Mid Semester Dissertation Progress | 20% | To be awarded by the DEB |
| 2. | Final Dissertation Examination | 40% | |
| 3. | Semester Assessment | 40% | To be awarded by the Supervisor |

## 8.3 Submission and Examination of Final Dissertation

The following modalities be adopted for the submission of the Final Dissertation:

**i.** The students will submit their soft bound copy of the Dissertation in their respective Department/Center between 1st May to 31st May of every academic year, in prescribed format as approved by SENATE from time to time.

**ii.** The cases of the students who could not submit the Dissertation within the stipulated time, will be examined by the DMPC. Only the genuine cases shall be recommended by DMPC and shall be sent to Dean (Academic) for further approval of the Chairman, Senate on case to case basis.

**iii.** The students not covered under point (i), and (ii) shall be required to register in the next semester for completion of their Dissertation.

**iv.** The oral examination shall be completed in all respect every year preferably by 30th June.

**v.** The DEB will evaluate the Dissertation, conduct the oral examination and send a report of the examination to the Academic Section through the Convener, DMPC and HoD/HoC (**Annexure: MPP-07).**

**vi.** A Dissertation will be considered to have been accepted if members of the DEB recommend its acceptance. A dissertation, which is not accepted, will be considered to have been rejected.

**vii.** If a Dissertation is rejected along with a recommendation for resubmission after incorporating any modification/correction suggested by the DEB, oral examination of the resubmitted Dissertation will be conducted by the original Board. However, if any member of the previous Board has retired/left/debarred then revised Board will be constituted following the same procedure. If the resubmitted Dissertation is rejected, the matter will be reported to the SENATE for appropriate action.

**viii.** If a student does not appear in the examination within the stipulated period, he/she has to register in the next semester.

After the oral examination, the modifications suggested, if any, by the DEB, may be incorporated and then sufficient number of hard bound copies and softcopy (preferably PDF on CD/DVD) be submitted to the Department for onwards transmission to the supervisor and departmental library by Convener, DMPC.

The student shall also vest or license copyright of his/her Dissertation in the name of NIT Hamirpur.

### 8.4 Plagiarism

Plagiarism is a serious offence and at any stage if it is found that a part of the Dissertation is plagiarized, the Dissertation shall be withdrawn and the candidature shall be terminated. A certificate that no part of the Dissertation is plagiarized has to be submitted by the student in prescribed format approved by SENATE from time to time.

## 9. ACADEMIC PERFORMANCE REQUIREMENTS FOR MASTER DEGREE

Master degree student is required to complete successfully all prescribed courses of the approved Course Structure of concerned Department/Centre and attain a minimum prescribed CGPI.

### 9.1 Attendance and CGPI Requirement for Course Work

Attendance in all classes (lectures/tutorials, laboratories, etc.) is compulsory. All Master Degree students are normally required to have full (100%) attendance in each theory/laboratory course. However, a student having deficient attendance on account of illness, participation in extra-curricular and co-curricular activities or any other genuine ground, can be given attendance condonation to the maximum extent of 25%.

If the attendance is less than 75%, then the marks obtained in Continuous Semester Assessment (CSA) will be reduced in proportion of deficient attendance less than 75%. Therefore, if the student has secured Marks_CSA in CSA, his/her marks shall be reduced to Marks_R.

Such attendance shortage cases (i.e. less than 75%) shall be dealt as under:

(i) A student having attendance less than 75% but higher than or equal to 50% in a course will be allowed to appear in End Semester Examination of that course and his/her reduced marks shall be computed as $\text{Marks_R} = \text{Marks_CSA}\left(1 - 2 \times \frac{75 - \%\text{Attendance}}{100}\right)$.

(ii) A student having attendance less than 50% in a course will not be allowed to appear in End Semester Examination. Such students will be declared fail in that course; however, he/she may appear in the next Supplementary Examination to be conducted by the Institute. In such cases his/her reduced marks shall be computed as $\text{Marks_R} = 0.5 \times \text{Marks_CSA}$ .

A student is required to complete the academic requirement in terms of minimum credits as mentioned in curriculum approved by the SENATE.

(i) The minimum CGPI for award of Master degree is 6.0.

(ii) A student shall not be allowed to continue in the Master programme, if any one of the following is fulfilled:-

a. His/her CGPI is less than 4.0 at the end of second semester.

b. He/she fails to complete all the courses during maximum allowed period of the programme and attain a CGPI of 6.0.

(iii) A Master student who does not fulfill Academic Performance Requirements shall be categorized as "Academically Deficient". The following guidelines and rules shall be applicable for such students.

a. The HoD/HoC and the DMPC convener shall advise the students regarding remedial actions to be undertaken to remove the academic deficiencies.
b. An academically deficient student shall be allowed to register in the third Semester if and only if (a) he/she has cleared F grade acquired in first or second semester in the subsequent supplementary examination and (b) his/her CGPI at the end of the first two semesters is equal to or greater than 4.0 post supplementary examinations. The SGPI/CGPI is calculated after replacing better of old and new grades obtained by him/her if academic deficiency is removed.
c. If a student fails to complete credit requirements satisfactory in dissertation, an extension of one semester may be given to complete the requirements but within the maximum duration of the programme.

### 9.2 Residential Period, Minimum and Maximum Duration of the Programme

The following table lists the minimum residential and maximum duration allowed in the programme, and credits requirements for graduation in the various Master programmes. Course work includes only postgraduate course units. To satisfy the minimum residential period requirement, registration must be over consecutive semesters; exception will be made only if the student is on authorized leave. Maximum duration is counted from the student's first registration date. A course framework of the credit distribution and duration of programme for M.Tech., M.Arch., MSc and MBA are given in the table.

| Programme | Minimum Total Credits | Credits Through Course Work (Minimum) | Credits Through Dissertation/ Research/Project (Minimum) | Minimum Residential Period | Maximum Duration of the Programme |
|---|---|---|---|---|---|
| M.Tech. | 84 | 48 | 36 | 2 Years | 3 Years |
| M.Arch. | 84 | 48 | 36 | 2 Years | 3 Years |
| MSc | 90 | 83 | 07 | 2 Years | 3 Years |
| MBA | 90 | 82 | 8 | 2 Years | 3 Years |

## 10. PROCEDURE FOR AWARD OF MASTER DEGREE

### 10.1 Requirements for Degree

A student shall be deemed to qualify for Master Degree of the Institute, if he/she has

(i) Passed all the prescribed courses
(ii) Attained the minimum required CGPI of 6.0 with no course having F grade
(iii) Completed the residential requirements as per Clause 9.2
(iv) Satisfied all the requirements specified by the concerned Department/Centre, if any
(v) Satisfied all the requirements specified by the SENATE and the Ordinances

In addition, the student should have paid all the dues to the Institute and Hostels, and should have no pending case of indiscipline.

### 10.2 Award of Degree

A student who completes all the academic requirements specified in Clause 9.1 and Clause 9.2, has paid all dues to the Institute and the Hostels, and has no case of indiscipline pending against him/her, is eligible for the award of Degree. Names of such students shall be recommended by the SENATE to the BOG for the award of the appropriate Degree in the ensuing Convocation. The Degree shall be awarded only after the BOG accords its approval. However, a student eligible for the award of Degree may be issued Provisional Degree before the Convocation.

### 10.3 Termination of Programme

The Programme of a student may be terminated on the recommendation of DMPC, Chairperson, SMPC and Dean (Academic) with the approval of Chairman, Senate if he/she is not able to achieve minimum CGPI requirement as mentioned in Clause 10.1 within maximum permissible duration for the Programme as given in Clause 9.2.

In rare exceptional cases on the basis of recommendation of duly constituted committee the SENATE may not recommend a student, who is found guilty of some major offence, to the BOG for the award of a degree even if he/she has satisfactorily completed all the academic requirements from time to time.

### 10.4 Withdrawal of Degree

Under extremely exceptional circumstances, where any gross violation of the graduation requirements is detected at a later stage, the SENATE may recommend to the BOG for the withdrawal of Degree already awarded.

## 11. LEAVES AND LEAVE RULES

Full Time Students, leave may be granted on submission of application to the HoD/HoC through Convener, DMPC and Supervisor (if appointed). Applications must be submitted well in advance from the date of commencement of the leave requested to avoid loss of financial assistance. Leave for a period longer than specified under different clauses below shall entail loss of financial assistantship for the extended period.

### 11.1 Annual Leaves

(i) All Stipendiary Master Programme students shall be allowed leave for up to 7 days per semester or maximum 15 days in an academic year excluding Institute holidays (**Annexure: MPP-02**). These leaves cannot be combined with any other kind of leave, and will not be carried over.

(ii) All Non-Stipendiary Master Programme students shall be allowed for period of the Institute vacations, Mid Semester break and Institute holidays as mentioned in Academic Calendar.

### 11.2 Medical Leave

Leave on medical ground with stipend (if applicable), duly supported by a medical certificate from Institute Health Centre/Medical Officer of the Government Hospital, may be granted to a student for up to 15 days in an academic year in addition to normal annual leave on the recommendation of DMPC, SMPC and approval of Chairman, Senate. (**Annexure: MPP-04**)

If a student falls ill while on the NIT Hamirpur campus, the medical certificate must be obtained from the Institute's Medical Officer. If he/she falls ill outside the campus while on sanctioned leave, the medical certificate along with fitness certificate must be obtained from the Medical Officer of the Government hospital/recognized Hospitals.

In case, the student requires more leave as advised by the medical officer he/she shall be asked to withdraw his/her registration and go on semester leave without any financial assistantship.

### 11.3 On Duty Leave

Master Students while doing his/her dissertation work during 4th Semester may be granted duty leave for maximum of 15 days in an academic year. Master students going for prescribed training/workshop, paper presentation in a conference/seminar/symposium, data collection, field survey, experimental studies or any academic work related to the dissertation work up to maximum of 15 days, assigned by the Supervisor, recommended by DMPC and approved by Dean (Academic) shall be treated as On Duty (**Annexure: MPP-03**). However, M. Arch student may avail this Duty Leave of 15 days for site survey, complete class along with course instructor in every semester, on the recommendation of their DMPC and approval of the Dean (Academic). While applying for on duty leave, the student is required to provide details of such leave availed previously during the programme. The financial support for attending conference/seminar/symposium will be provided to the candidates as per the institute rules. Any such assessment for more than 15 days shall require approval of the Chairman, Senate through DMPC and SMPC.

### 11.4 Semester Leave

Semester leave for up to a maximum of two semesters for Master students on the recommendation of DMPC and SMPC and approval of the Chairman, Senate may be sanctioned without financial assistantship for valid reasons. Except for medical reasons, such leave would not normally be sanctioned. Leave for more than one semester at a time will not be granted. A candidate neither has to register nor to pay registration fee during the semester leave. For availing such leave, the student shall move the request on prescribed format.

### 11.5 Maternity Leave

Maternity leave to female Masters Programme students of all categories would be given as par rules/guidelines provided by the Government of India time to time.

### 11.6 Absence without Sanctioned Leave

Leave for a period longer than specified under different clauses mentioned above shall entail loss of financial assistantship for Stipendiary Students for the extended period. Absence without sanctioned leave for more than three weeks for all categories of Master Students may result in the termination of the student's programme on the recommendation of the DMPC, SMPC and approval of the Chairman, Senate. HoD/HoC will issue the termination letter with a copy to the Dean (Academic).

### 11.7 Permission to Proceed to Other Academic Institutions as Non-Degree Students

In order to help students to broaden their horizons and enrich their cultural and academic experience, provision to proceed to other academic and research Institutions in India or abroad as Non-Degree students is available only with whom the institute has signed the MOU (**Annexure: MPP-05**). Rules and procedures to be followed for availing this provision are as follows:

(i) A Master Student who satisfies the minimum conditions laid down in (ii) below may proceed to another academic Institution in India or abroad with prior permission of the Chairman, Senate on the recommendation of the Chairperson, SMPC and DMPC of the concerned Department/Center. Only those Master Students who have spent at least two Semesters, completed Course work and have a CGPI of at least 8.0 are eligible to proceed as Non-Degree students elsewhere.

(ii) For permission to spend time as a Non-Degree student elsewhere, an eligible student shall make an application to the Chairman Senate through the Convener DMPC and the M Tech/M Arch Dissertation Supervisor in the prescribed format (**Annexure: MPP-05**), duly supported by a statement of purpose to undertake the proposed work and sufficient information about the Department/Institution and, acceptance from that Institute /Organization.

(iii) Permission to proceed to an Institution as a Non-Degree student does not imply that the student will automatically get any waiver from the academic requirements of NIT Hamirpur.

(iv) The concerned DMPC shall evaluate the work done by the student and shall make recommendations to the SMPC after determining by whatever means it deems fit, the equivalent NIT Hamirpur requirements for which the student may be given a waiver. The minimum residency requirement (Clause 9.2) for the students who will avail this provision, remain unchanged. However, it shall be reduced by one Semester, provided they spend at least one Semester of 15 weeks duration or two quarters of at least 11 weeks duration each as Non-Degree students elsewhere with prior permission.

(v) Those students, who are selected by the Institute through the Senate prescribed procedure, willing to proceed on any institutional exchange programme, shall also have to go through the procedure and rules for the transfer of credits. Such students shall not get any financial assistance during the period spent at the host organization/institution. However, his/her financial assistantship shall be restored after he/she joins back the Department/Center and on recommendation of the DMPC.

(vi) In case, the student could not physically report during registration, due to his/her assignment at the host Organization/Institution, he/she may be allowed for physical reporting later. He/she shall have to complete the other registration steps during the time specified, if permitted.

## 12. CONDUCT AND DISCIPLINE RULES

Students shall conduct themselves within and outside the precincts of the Institute in a manner befitting the students of an Institute of National Importance.

### 12.1 Code of Conduct

Each student shall conduct himself/herself in a manner befitting his/her association with an Institute. He/she is expected not to indulge in any activity, which is likely to bring down the prestige of the Institute. He/she should also show due respect and courtesy to the faculty members, administrators, officers and employees of the Institute, and good neighborly behavior to fellow students. Due attention and courtesy is to be paid to visitors of the Institute and residents of the Campus.

Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), willful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behavior and similar other undesirable activities shall constitute violation of the Code of Conduct for students. In all such matters, duly constituted committee(s) shall decide upon the penalties to be imposed.

***Ragging in any form is strictly prohibited and considered a serious criminal offence and violation of the code of conduct. Involvement of a student in ragging may lead to his/her expulsion from the Institute.***

## 12.2 Disciplinary Actions and Related Matter

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as Reprimand, Disciplinary Probation, Fine, and Debarring from Examinations, Withdrawal of Scholarship and/or Placement Services, Withholding of Grades and/or Degrees, Debarring from Residency, Cancellation of Registration of the Semester and even Expulsion from the Institute.

For indiscipline of a student in a class, the course coordinator/instructor may

- **i.** Debar him from few subsequent classes for which he/she shall not be liable to get relaxation in attendance/favourable consideration in mercy appeal, and
- **ii.** Report the matter to Dean (Student Welfare) for necessary disciplinary action.

## 12.3 Unfair Means

The faculty member/invigilator/flying squad/Examination Cell may bring cases of unfair means to the notice of the Dean (Academic) along with all the supporting evidences (**Annexure: MPP-09**).

Unfair means shall comprise of following:

(i) Copying from the papers/mobile/electronic gadgets or any other source
(ii) Possession of the relevant material
(iii) Gross indiscipline in examination hall.

All such cases shall be looked into by an Unfair Means Committee (UMC) consisting of the following:

| | | |
|---|---|---|
| 1 | Dean (Academic) | Chairperson |
| 2 | Chairperson, Senate Bachelors Programme Committee (SBPC) | Member |
| 3 | Chairperson, Senate Masters Programme Committee (SMPC) | Member |
| 4 | Chairperson, Senate Doctoral Programme Committee (SDPC) | Member |
| 5 | Associate Dean (Examination) | Member |
| 6 | Concerned HoD/HoC | Member |
| 7 | Two Senate Nominees (to be Nominated by Chairman, Senate) | Member |

The tenure of the SENATE Nominees shall be two years from the date of such nomination made by Chairman, Senate.

UMC shall meet within reasonable time after declaration of Semester/Supplementary Examination result. The Committee shall give opportunity to the student concerned and recommend the punishment. The UMC may decide the level of punishment as deemed suitable, on case to case basis and ensure that consistency is maintained while handling similar cases.

The recommendations of the UMC shall be implemented after getting the approval of the Chairman, Senate.

A student who feels aggrieved with the punishment awarded may, however, appeal to the Chairman, Senate stating clearly the case and explaining his/her position, seeking reconsideration of the decision.

## 12.4 Stay at Hostel

The Dean (Student Welfare), Chief Warden, Warden of a Hostel has the power to reprimand, impose fine or take any other suitable measure against a resident who violates either the Code of Conduct or Rules and Regulations pertaining to the Hostels.

Any major violation of the Code of Conduct by an individual or by a group of students can be referred by the authorities to a Board of Discipline (BoD). Constitution of BoD shall be as under:

| | | |
|---|---|---|
| 1 | Dean (Student Welfare) | Chairperson |
| 2 | Chief Warden, Hostels | Member |
| 3 | FI/PI (Training and Placement) | Member |
| 4 | Concerned HoD/HoC | Member |
| 5 | Concerned Warden | Member |
| 6 | Associate Dean (Student Discipline and Counseling) | Member |

A student, teacher or other functionary of the Institute can report case of misconduct to this Committee for consideration. Further, in very exceptional circumstances, the Chairman, Senate may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in his/her view, may tarnish the image of the Institute. The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Chairman, Senate for its final decision. In rare exceptional cases on the basis of recommendation of duly constituted committee, the SENATE may not recommend a student, who is found guilty of some major offence, to the BOG for the award of a degree even if he/she has satisfactorily completed all the academic requirements from time to time.

### 12.5 Appeal Against Termination

A student whose programme is terminated/cancelled on account of inadequate academic performance or otherwise has the right to appeal to the Chairman, Senate for reconsideration through DMPC and SMPC (**Annexure: MPP-08**). While making the appeal, he/she is expected to give reasons for his/her poor academic performance and/or to explain why his/her position merits reconsideration. The SENATE shall take a final decision after considering all the available inputs. However, the Chairman, Senate may not entertain any further appeal for review unless substantial additional information is brought to his/her notice. The SENATE normally shall not entertain the appeal more than two times from the same student.

## 13. AWARD OF STIPENDS

The stipend to the Master Programme students shall be paid in accordance with guidelines issued by Government of India (GOI) agencies/other funding agencies from time to time. Such stipend shall be paid up to the date of submission of the Final Dissertation. Further, the stipend enhancement of Master Programme students shall be dealt with as per policy adopted by the SENATE from time to time in accordance with guidelines of funding agencies.

## 14. AWARD OF PRIZES AND MEDALS

To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the SENATE may award a number of Prizes and Medals, established by the Institute on its own or through endowments/grants made by donors, with the approval of the BOG.

The SENATE shall determine the general policy regarding recommendations for the award of the different types of Prizes and Medals available to Institute students. The detailed norms and conditions for the award of various Prizes and Medals (contained in the brochure entitled “Rules and Procedures for Prizes and Medals” of the Institute) shall be framed by the SENATE from time to time.

# 15. INTERPRETATION OF CONTENTS OF MASTER ORDINANCES

## 15.1 General

These Ordinances shall be in force immediately after the approval of the SENATE/BOG NIT Hamirpur. Notwithstanding anything contained in these Ordinances, all categories of students/candidates shall be governed by the Rules and Regulations framed by the SENATE in this behalf and in force from time to time. Also, the SENATE reserves the right to modify/amend without notice, the curricula, procedures, requirements and rules pertaining to its Master Degree Programmes.

## 15.2 Interpretations

Any doubt or dispute arising about the interpretations of the Rules and Regulations shall be referred to the Chairman, Senate whose decision shall be the final.

## 15.3 Waiver of Requirements in Special Cases

The procedures and requirements stated in these Ordinances, other than those in Clauses covering Eligibility, Admissions and Academic/Programme Requirements may be waived in special circumstances by the Chairman, Senate on the recommendation of the DMPC, SMPC and Dean (Academic). All such exceptions shall be reported to the SENATE for ratification.

## 15.4 Jurisdiction

These ordinances set out the procedure and requirements of the M.Tech./M.Arch./MSc/MBA programmes of study that fall under the jurisdiction of the SENATE, NIT Hamirpur. Further, any legal dispute arising from this set of Regulations shall be limited to the legal jurisdiction determined by the location of the Institute and not that of any other parties.

# Annexure

Annexure: MG-01
Clause 1

## Master Programmes Offered by Departments/Centres

**M.Tech./M.Arch./MSc/MBA Programmes (02 Years, 04 Semesters)**

The Institute is offering the following Master Programmes or as decided by the Institute with approval from appropriate bodies such as Senate/BOG from time to time.

| Sr. No. | Type of Departments | Name of Department | Name of Specialization |
|---|---|---|---|
| 1 | **Engineering Departments/Centres** | Department of Civil Engineering (DoCE) | Geotechnical |
| | | | Water Resources |
| | | | Structure |
| | | | Transportation |
| | | Department of Chemical Engineering (DoCHE) | Chemical |
| | | Department of Mechanical Engineering (DoME) | Thermal |
| | | | Design |
| | | | Manufacturing |
| | | Department of Materials Science and Engineering (DoMSE) | Materials Science and Engineering |
| | | Department of Electrical Engineering (DoEE) | Condition Monitoring of Power Apparatus |
| | | | Power System |
| | | | Signal Processing and Control |
| | | Department of Electronics and Communication Engineering (DoECE) | Communication Systems and Networks |
| | | | VLSI Design |
| | | Department of Computer Science and Engineering (DoCSE) | Computer Science and Engineering |
| | | | Artificial Intelligence |
| 2 | **Science Departments** | Department of Physics and Photonics Science (DoPPS) | MSc (Physics) |
| | | Department of Chemistry (DoCH) | MSc (Chemistry) |
| | | Department of Mathematics and Scientific Computing (DoMSC) | MSc (Mathematics and Computing) |
| 3 | **Department of Architecture** | | Sustainable Architecture |
| 4 | **Department of Management Studies** | | MBA |

**Annexure: MPP-01**
**Clause: 5**

**List of Registered Master Students in Department of** ……..

Name of Specialization ……
Academic Session and Semester ……

| S. No. | Student Registration No. | Name of the Student | NAD ID |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| 16 | | | |
| 17 | | | |
| 15 | | | |
| 19 | | | |
| 20 | | | |

Signature of Convener DMPC

Signature of HoD/HoC

Copy to: (i) Each Master Course Co-ordinator (ii) Dean (Academic)

To be recorded in Master Student Academic Section

**Annexure: MPP-02**
**Clause: 11.1**

## Annual Leave Application Form

**To**
**Head of the Department/Centre**

Kindly allow me to avail Leave from……to……..……

for…….....days and station leave from date……..…….time……..……

to……..……..date……..……time…….……My address during leave will be as below.

Address:

Yours Sincerely

Name:

Roll Number:

Date:

For Official use :

Recommended by: Supervisor

Forwarded by: Convener, DMPC

Approved by: HoD/HoC

To be recorded in Departmental Master Student File

***Annexure: MPP-03***
***Clause-11.3***

# On Duty Leave Application Form

**To**
**Dean Academic**
**NIT Hamirpur**

Sir,

Kindly allow me to avail on-duty leave from…… to……..for……days as

(i) I have to attend the International/National Conference……to be held at ……..for paper/poster presentation (The proof of acceptance of paper/poster attached).

(ii) I want to carry out Data collection, field survey and experimental studies at …… which would be needed to carry out the Dissertation work smoothly.

Yours Sincerely

Name:

Registration No.:

Dated:

For Official use

Recommended by: Supervisor

Forwarded by: Convener, DMPC HoD/HoC

Approved by: Dean (Academic)

To be recorded in Departmental Master Student File

राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि॰प्र॰) – 177 005 (भारत)
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
(An Institute of National Importance under Ministry of HRD)

***Annexure: MPP-04***
***Clause-11.2***

# Medical Leave Application Form

**To**
**Dean Academic**
**NIT Hamirpur**

Sir,

Kindly allow me to avail Medical Leave from…… to…….. for……days as I was ill and was advised rest by the Medical officer. The necessary medical certificate from Institute Health Centre/Medical Officer of the Government Hospital, (Address Details ……..) is attached herewith for your reference please.

Yours Sincerely

Name:
Registration No.
Dated:

For Official use

Recommended by Supervisor

Forwarded by: Convener DMPC HoD/HoC

Approved by: Dean (Academic)

To be recorded in Departmental Master Student File

**Annexure: MPP-05**
**(Clause: 11.7)**

**Request of Ph.D. Scholar to Visit Other Institutions as Non-Degree Student**

## Non-Degree Student (Other Institution)

Name of the Student:……..Roll. No……

Department:…….....Date of First Registration:……

Supervisor:…….

Proposed Department and Institution:……. (where the student intends to do the work):……..

Justification:……... (If required attach a separate sheet):……..

(Signature of the Student)

Comment of the Supervisor:

(Signature of the Supervisor)

Forwandered by: Convener, DMPC HoD/HoC

Recommended by: Chairperson, SMPC

Approved by: Chairman, Senate

To be recorded in Departmental Master Student File

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***Annexure: MPP-06***
***Clause-8.1***

## Supervisor Selection Form

**Part- A:** *(To be filled by the Student)*

| | | |
|---|---|---|
| Name of Student | : | |
| Registration Number | : | |
| Department/Center | : | |
| Admission Category (tick one) | : | Full Time Stipendiary/ Full Time Non Stipendiary/ Full Time Sponsored |
| Name of the Proposed Supervisor | : | |
| Designation and Department of Proposed Supervisor | | |

(Signature of Student with Date)

---

I wish to supervise the M.Tech. Dissertation of Mr./Mrs/Ms.....

Signature of Proposed Supervisor

Recommended by: Convener-DMPC

**Approved by:** HoD/HoC

To be recorded in Departmental Master Student File

राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) – 177 005 (भारत)
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
(An Institute of National Importance under Ministry of HRD)

**Annexure:MPP-07**
**Master Dissertation Oral Examination**
**(Clause 8.2)**

## Report of M. Tech/M Arch Dissertation Examination Board (DEB)

| | | |
|---|---|---|
| Name of Student and Registration No. | : | |
| Name of the Department/Centre | : | |
| Title of Thesis: | : | |
| Name of Supervisor: | : | |
| Name of the Co-supervisor (if any) | : | |
| Specialization: | | |

**Oral Board Evaluation:**

| Final Dissertation Oral Examination | Marks awarded out of 40 |
|---|---|
| XX-800 M Tech/M. Arch Dissertation | |

Name and Signature (Examiner from the Dept.) Name and Signature (Examiner from other Dept.) Signature (Supervisor) Signature HoD/HoC

**Details of Marks and Grade awarded:**

| Marks awarded by Oral Board (Mid-semester) (20) | Marks awarded by the Supervisor (40) | Marks awarded by the DEB in Final Exam (40) (as above) | Total (100) | Grade | Remarks |
|---|---|---|---|---|---|
| | | | | | |

Forwarded by: Convener, DMPC HoD/HoC

The student has completed the M.Tech./M.Arch. programme.

Dean (Academics)

Recorded in Academic Section

**Annexure: MPP-08**
**(Clause: 12.5)**

## APPLICATION FOR MERCY APPEAL AGAINST TERMINATION

1. Roll No. …….
2. Name of the student ……
3. Program (M.Tech./M.Arch./MSc/MBA) …… …….
4. Department …….
5. Present Semester …….
6. Academic Record

| Semester | SGPI | CGPI |
|---|---|---|
| | | |
| | | |
| | | |
| | | |

7. Reason/cause for appeal:

   ……...

8. Prayer for appeal ……

   Date: Signature of the student

9. Recommendation of the Convener, DMPC:

   Signature with date

10. Remarks of HoD/HoC:

    Signature with date

11. Observations of Chairperson, SMPC:

    Signature with date

12. Decision of Chairman, Senate:

    Signature with date

Recorded in Academic Section

***Annexure: MPP-09***
***Clause-12.3***

## Form for Reporting Cases Regarding Use of Unfair-Means

**Note:**

- One form should be used for one case only.
- Please send one question paper along with the case(s)

**(A) To be filled in by the instructor/invigilators/members of observer committee:**

1. Name of Examination : ……
2. Name of student : ……
3. Roll. No. : ……
4. Programme/Branch : ……..
5. Room No. : ……
6. Subject/ paper in which the student is suspected or reported to have used or attempted to use unfair means or shown disorderly conducted.

| Subject | Subject Code |
|---|---|
| | |
| | |
| | |
| | |

7. Date and time of incident :
8. Type of Unfair Means Material. :
   i. Copying from the papers/materials which is in the possession of the student. ☐
   ii. Copying from the answer booklet of neighbouring student. ☐
   iii. Misbehaved with invigilator. ☐

Date……

Signature and Full Name of the instructor/ invigilators/ members of observer committee
(IN BLOCK LETTERS)

**(B) Student's Statement:**

(i) I have read the report of the instructor/ invigilators/ members of observer committee made against me as given in column No. **A** and submit the following statements.

(ii) I undertake that this statement has been given by me under no pressure or fear.

| | | |
|---|---|---|
| 1. | Do you agree with the report of the instructor/ invigilators/ members of observer committee made against you? | ☐ Yes/ No |
| 2. | If you agree with the report, then:<br><br>(a) Why did you bring the material referred to in the above report?<br><br>(b) Did you make any use of it?<br><br>(c) What explanation have you to offer for your misconduct / Disorderly conduct as mentioned in the report?<br><br>(d) Have any other thing to say, by way of self-defence or clarification? (If necessary, an extra sheet may be used). | |
| 3. | If you do not agree with the report then give your explanation, if any, in your defense against the report of the instructor/ invigilators/ members of observer committee. | |

**(Signature of Student)**

**N.B.:**

The student shall be given extra time, before leaving the Examination Hall in order to compensate him/her for the loss of time spent during enquiry and filling this form.

**(C) Statement of Witness if any:**

Statement of witness, if any, in case the student denies the allegations of the instructor/ invigilators/ members of observer committee or refuses to give his/her statement on the spot or runs away from the examination hall without giving his/her statement.