

# Ordinances for Master's Programmes

(M.Tech. / M.Arch. / M.Sc. / MBA)

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## Preface

The regulations as provided herein “**Ordinances for Master’s Programmes**” detail the procedures and requirements of Master’s Programmes being offered by NIT Hamirpur. 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 Master’s Programme students.

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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## Abbreviations

BoG	Board of Governors
BoD	Board of Discipline
CGPI	Cumulative Grade Point Index
DASA	Direct Admission of Students Abroad
DBPC	Departmental Bachelor's Programme Committee
DDPC	Departmental Doctoral Programme Committee
DMPC	Departmental Master's Programme Committee
HoD	Head of the Department
ICCR	Indian Council for Cultural Relations
MEA	Ministry of External Affairs
ME/ME	Multiple Entry / Multiple Exit policy in NEP-2020
MoE	Ministry of Education (Shiksha Mantralaya)
MOOCs	Massive Open Online Course
MSSC	Master's student Selection Committee
NEP-2020	National Education Policy-2020
NPTEL	National Program on Technology Enhanced Learning
SBPC	Senate Bachelor's Programme Committee
SDPC	Senate Doctoral Programme Committee
SMPC	Senate Master's Programme Committee
SGPI	Semester Grade Point Index
SWAYAM	Study Webs of Active Learning for Young Aspiring Minds
UMC	Unfair Means Committee



## Definitions

Unless the context requires, otherwise,

- **“Applicant”** shall mean an individual who applies for admission to any Master’s programme of the Institute
- **“Board of Governors”** shall mean Board of Governors of the Institute
- **“CGPI”** shall mean the Cumulative Grade Point Index of a student
- **“Council”** shall mean the Council of the National Institutes of Technology
- **“Course”** shall mean a curricular component identified by a designated code number and a title
- **“Course Coordinator”** shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and the award of grades
- **“CCMT”** shall mean Centralized Counseling for M Tech/M Arch admission
- **“CCMN”** shall mean Centralized Counseling for MSc/MSc (Tech) admission
- **“Center”** would mean any academic center imparting education and/or pursuing research
- **“Department”** would mean any academic Department or a Centre imparting education and/or pursuing research
- **“Dean Academic** shall mean the Dean Academic, NIT Hamirpur
- **“DBPC”** shall mean the Bachelor’s Committee of the Department/Centre
- **“DMPC”** shall mean the Master’s Committee of the Department/Centre
- **“DDPC”** shall mean the Doctoral Committee of the Department/Centre
- **“Degree”** shall mean the M Tech/M Arch/MBA/MSc degree and such other degrees of the Institute as may be approved by the Board
- **“Educational Institution”** shall mean those institutions which offer Bachelor and/or higher degrees in Science, Engineering/Technology/ Architecture, Management, Humanities, etc.
- **“EWS/SC/ST/OBC-NCL”** shall mean the economically weaker sections, scheduled castes, scheduled tribes and other backward class (non-creamy layer) as notified by the Government of India from time to time
- **“Institute” or “NITH”** shall mean the National Institute of Technology Hamirpur
- **“MoE”** shall mean Ministry of Education (Shiksha Mantralaya), Government of India
- **“SENATE”** shall mean Senate of National Institute of Technology Hamirpur, the highest academic body of the institute as per Clause 8 of the NIT Act 2007 and Statutes.
- **“SBPC”** shall mean the Senate Bachelor’s Programme Committee of the Institute

- **“SMPC”** shall mean the Senate Master’s Programme Committee of the Institute
- **“SDPC”** shall mean the Senate Doctoral Programme Committee of the Institute
- **“SGPI”** shall mean the Semester Grade Point Index of a student
- **“Sponsored Candidate”** shall mean a Master’s programme student receiving full financial support from the Sponsoring Organization
- **“Supervisor”** shall mean a faculty member of the Institute, and/or from outside the Institute approved by the DMPC and/or SMPC and/or SENATE, to supervise the student for the designated academic activity
- **“Synopsis”** shall mean the summary of the work done towards dissertation/project/research objectives.
- **“Teaching Scheme”** shall mean the scheme of teaching and examination for a Master’s programme approved by the SENATE

## 1. INTRODUCTION

The aims of Master's Programme are to develop, in each student, an appreciation of knowledge and to provide an intellectual stimulus for advanced study. A scholarly education is pursued through mutual deliberations between students and faculty on philosophies, concepts and natural phenomena relevant to a society. Various Master's Programmes are offered in several fields through different Departments/Centers for students who wish to increase their effectiveness in the education, research, government, business and industry. Emphasis is placed upon current thinking, modern practice and research findings in academic and professional education. The procedures and requirements stated in the ordinance embody the philosophy of the Master's education and ensure the highest standards of performance in teaching and research at the Institute. Within this general framework, subject to the approval of the Senate Master's Programme Committee and SENATE, the various Departments/Centres may impose additional requirements to serve their particular academic goals. It shall be ensured that all the Rules and Procedures given in these ordinances are adhered to and implemented without any change and with all fairness.

While considering an issue, if the ordinance does not specifically mention something or it is silent on the matter, the same shall be forwarded by DMPC of the Department to Chairman Senate through Chairperson, SMPC and Dean Academic for its consideration and interpretation.

## 2. MASTER'S PROGRAMMES AND GOALS

The Institute offers Master's 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 Ministry of Education (MoE) (Shiksha Mantralaya) 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 MoE issued from time to time. **Hereafter, Departments and Centers imparting education and/or pursuing research shall be referred to as Department.**

In general the goals of the Master Programmes at the National Institute of Technology Hamirpur are the development of scientific and engineering manpower of the highest quality, to cater to the needs of industry, R & D organizations and educational institutions, a broad grasp of the fundamental principles of the sciences and scientific methods, a deep understanding of the area of specialization, an innovative ability to solve new problems, and a capacity to learn continually and interact with multidisciplinary groups.

Above all, the students should have a capacity for free and objective enquiry, courage and integrity,

awareness and sensitivity to the needs and aspirations of society.

The goals of the Master's programmes at the National Institute of Technology Hamirpur are as follows:

- To cultivate high standard of performance in teaching and research.
- To develop the scientific, engineering and managerial manpower of the highest quality to cater to the needs of the industry, R&D organizations, academia & society.
- To provide opportunity to students to do research in cutting edge 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 sciences and scientific, technological and managerial methods through its curriculum.
- To provide a deep 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 and doing independent research in their chosen areas.

**With this view, the curriculum framework for each Master Programme is designed by including courses of study, interdisciplinary courses, seminars, projects/dissertation through which a student may develop his/her concepts and intellectual skills.**

### **3. ACADEMIC BODIES FOR MASTER'S PROGRAMMES**

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

#### **3.1 SENATE of the Institute**

The membership and duties, powers and privileges of the SENATE are defined by the National Institutes of Technology Act, 2007. The SENATE is primarily concerned with the academic affairs of the Institute encompassing faculty, students and instructional matters. The SENATE of the Institute has control and general regulation, and is responsible for the maintenance of standards of instruction, education and examination in the Institute. The SENATE of the Institute consists of following:

1.	Director, <i>ex officio</i>	Chairman
2.	Deputy Director (if appointed) <i>ex officio</i>	Member
3.	Professors appointed or recognized as such by the Institute for the purpose of imparting instructions in the institute	Members
4.	Three persons. One of whom shall be a women, not being employees of the institute, to be nominated by the BoG Chairman in consultation with the Director, from amongst educationists of repute, one each from the field of science, engineering and humanities.	Members
5.	Other members of the staff as may be laid down in the Statutes	-----
6.	Registrar	Secretary

### 3.2 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, leaves, examinations, grades and award of degrees & 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 and other Academic bodies of the Institute and the Chairman Senate.

Academic Section also assists the Academic bodies and its subcommittees in their functioning. Dean Academic is the principal 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 Programmes Section of the office of Dean Academic shall assist the Senate Master's Programme Committee in its functioning and updates/maintains the records related to Master's Programme.

### 3.3 Standing Committee of SENATE

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

1.	Dean Academic	Chairperson
2.	Dean Student Welfare	Member
3.	Director's Nominee from Amongst Senate Members (Two)	Members
4.	HoD(s) of Concerned Department, as special invitee if the matter pertains to the Department	Member
5.	Chairperson, SBPC	Member
6.	Chairperson, SMPC	Member
7.	Chairperson, SDPC	Member
8.	Registrar	Secretary

The Chairman Senate shall mark the academic matters of urgent nature to the Chairperson/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.

### 3.4 Senate Master's Programme Committee

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

#### 3.4.1 Constitution of SMPC

The SMPC shall have the following composition:

1.	A faculty member nominated by the Chairman Senate preferably a 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	Member
5.	Faculty member nominated by Chairman Senate (from Senate Members)	Member
6.	Two Master's Students (preferably one male and one female), one from M Tech Programmes and one from other Master's Programmes (to be nominated by the Dean Academic for a period of one year by rotation)	Members
7.	Faculty member nominated by Chairman Senate	Member Secretary

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

#### 3.4.2 Functions and Jurisdiction of 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 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:

- Recommendation of new Master's programmes and new courses.
- Recommendation for credit value of courses.
- Recommendation for admission of qualified students to candidacy for Degrees.
- Recommendations for granting of Degrees.
- Recommendations for granting of appropriate Certificate as per National Education Policy (NEP-2020) under Multiple Entry/Multiple exit policy.
- Formation of rules governing the evaluation and disposal of Dissertation/Project.
- Approval for the modification/changes in the contents of the courses recommended by DMPC.
- Any such other related matters as may be referred to it by the SENATE/Chairman Senate/Dean Academic.

### 3.5 Departmental Master's Programme Committee

Each academic Department shall have a Departmental Master's Programme Committee (DMPC) for dealing the academic matters of their Master Degree Programmes.

#### 3.5.1 Constitution of DMPC

The DMPC shall have the following constitution:

1.	Chairperson, DMPC	Head of the Department (HoD) (ex-officio Chairperson)
2.	Convener, DMPC	To be nominated by HoD.
3.	Convener, DBPC of concerned Department	Member (ex-officio)
4.	<b>*Six Additional Members:</b>	
	(i) One Professor, if available (otherwise Associate/Assistant Professor)	Member
	(ii) One Associate Professor, if available (otherwise Assistant Professor)	Member
	(iii) One Assistant Professor	Member
	(iv) One Professor/ Associate Professor from other Department/Centre (To be nominated by the HoD, in consultation with Departmental Faculty Board)	Member
	(v) Two Full-Time Master's students (Preferably, one Male and one Female nominated by the HoD) for a period of one year.	Members

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

The DMPC shall be proposed by the HoD in consultation with the Department Faculty Board (DFB) and

shall be approved by the Chairperson, SMPC. Care should be taken while constituting the DMPC that the faculty members nominated for consecutive years should not be repeated, provided option is available in the department. Once the DMPC is notified for the specified tenure, any reconstitution can be proposed only with justification which shall be considered by Chairperson, SMPC for approval or disapproval. The term of the Committee shall be two years, preferably, starting from the month of July. The student members shall not participate when the cases of academic evaluation of the concerned students are being considered, although the students' opinion might be sought prior to taking any decision.

### **3.5.2 Responsibilities of DMPC**

The DMPC is responsible for the following:

- Supervision and conduct of lecture and practical classes
- Supervision and conduct of mid-semester examination, class tests, quizzes, practical tests, end-semester examination, dissertation work, seminar and project presentation and ensuring its quality
- Monitoring of quality of instructions to students
- Appointing supervisors of Master's Programme candidates judiciously
- Admission related matters in Master's Programmes at Department level
- Recommendation for desirable modification/changes in the contents of the courses already approved
- Monitoring the quality of research
- Proposing and implementing new courses and programs as approved by SENATE/BOG
- Monitoring daily attendance of all Master's students
- Recommending for release/continuation of assistantship on monthly basis based on attendance and weekly workload of Master's students
- Attending to the problems of students and advising, counseling them in academic matters
- Recommending the cases of Master's students for continuation/extension/termination/cancellation of programme
- Recommending the cases of Master's students for awarding appropriate certificate under NEP-2020 Multiple Entry/Multiple Exit policy.
- Acting as Student Grievance Committee for Master's students



- Any other work assigned to it by SMPC/Dean Academic /SENATE

The 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.

## 4. ACADEMIC SESSION AND ACADEMIC CALENDAR

All the academic activities and other important co-curricular & extra-curricular events of the institute shall follow a specified timelines in an academic year.

### 4.1 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 is broadly the following:

**Odd Semester:** July to December.

**Even Semester:** January to June.

Each regular semester (odd and even) shall be for fourteen weeks for academic instructions. Generally, 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.

### 4.2 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.

## 5. ADMISSION IN MASTER'S PROGRAMME

The admission to Master's Programmes is made once a year in Odd Semester. The Admissions to the Regular (Full-time) M Tech/M Arch Programmes are made on the basis of seats allocated by the Centralized Counseling agency entrusted by the MoE. Similarly, the admissions to MSc Programmes are also made on the basis of seats allocated by the Centralized Counseling for MSc/MSc(Tech). The centralized system provides a common and convenient platform for online counseling wherein the candidates are required to follow the prescribed procedure. All the details regarding specializations and seats are normally made available on the website of these bodies/agencies.

The Admissions to (Full-time) MBA and Regular (Full-time Sponsored/self financed) M Tech/M Arch programmes are made by the duly constituted Master's Students Selection Committee (MSSC) of the

respective Department on the basis of the criteria adopted by the institute. Dean Academic office will issue notices for the admission in this category after taking the approval of Chairman Senate. The concerned MSSC may devise a procedure to implement the criteria decided at institute level.

### 5.1 Master Students Selection Committee of the Department

To handle the admission process of Master's students in each academic Department (excluding those admitted through centralized admission/counseling process) a MSSC at Department level is constituted. The MSSC of the Department shall be constituted every year in the month of January for admissions to Master's Programmes.

The MSSC of the Department shall have the following constitution:

1.	HoD	Chairperson
2.	Three Senior Faculty Members from the Concerned Department preferably covering major specializations of the Department.	Members
3.	One Faculty Member from other Department ( <i>Nominated by Chairman Senate</i> )	Member
4.	Convener, DMPC	Member Secretary

The MSSC of the Department shall be proposed by the HoD and approved by the Chairman Senate in consultation with Dean Academic. Chairman Senate can alter/delete or replace any person in the proposed constitution. Utmost care should be taken to ensure that the faculty members who have remained members for consecutive years should not be repeated, provided option is available in the Department. If a particular Department doesn't have the requisite number of faculty as per the constitution of MSSC of the Department, then the concerned Head may request Chairman Senate through Dean Academic for nomination of suitable faculty member from outside the Department. Once approved, the term of the MSSC shall be for one calendar year.

### 5.2 Categories of Master's Programme Students

Master's 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's students shall be eligible for financial assistance in the form of stipend at the approved rates and guidelines as notified by MoE 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. The renewal of the stipend is dependent on the satisfactory academic performance of the student in previous semester.

#### (b) Full-Time Non-Stipendiary

These students shall be fully supporting themselves from their own funding arrangements and do not receive any kind of financial assistance from the Institute.

### **(c) Full-Time Sponsored Students**

These students shall be sponsored by Government/Semi-Government Organizations/Institutions for pursuing their Master's degree. Such students will receive financial support from AICTE under QIP scheme OR will be on study leave from their Institution/Organization.

## **5.3 Eligibility for Master's Programme Admission**

For the admission in any programme the applicant should have Bachelor Degree in appropriate discipline with CGPI of 6.5 on a 10-point scale (or equivalent) or 60% marks in case of Open/OBC-NCL/EWS 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 will be applicable. In case both CGPA/CGPI and percentage are mentioned, then only CGPA/CGPI would be considered. Conversion from CGPA/CGPI to percentage or vice versa given by individual Institute/University will not be allowed.

The eligibility conditions given above shall be considered to be the absolute minimum. Departments shall reserve the right to prescribe any requirements over and above these, subject to the approval of the Chairman Senate on the recommendations of Chairperson, SMPC and Dean Academic

### **5.3.1 Master of Technology (M Tech)**

Bachelor's Degree or equivalent degree in appropriate branch of Engineering/Technology/Architecture OR Master's Degree in appropriate discipline of Science.

### **5.3.2 Master of Architecture (M Arch)**

Bachelor's Degree or equivalent degree in appropriate branch of Architecture of minimum five year duration.

### **5.3.3 Master of Science (M Sc)**

Bachelor's Degree in appropriate discipline/stream of Science of minimum three years duration.

### **5.3.4 Master of Business Administration (MBA)**

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

## **5.4 Additional Admission Requirements for Sponsored Candidates**

A candidate who fulfills the eligibility criteria mentioned in Clause (5.3) 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 should be a reputed medium or large scale Government/Semi-

Government organization/AICTE recognized technical institution/reputed Industry/organization.

- (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's degree programme for required duration as per the institute decision. 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 preferably or test conducted by departmental/Institute in appropriate discipline/branch. However, the condition of GATE score in appropriate discipline/branch may be relaxed for the foreign students.

## **5.5 Admission procedure for Master's Programmes**

The admissions to various Master's Programmes, offered in the institute, shall be as per the following guidelines:

### **5.5.1 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 MoE, 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.

### **5.5.2 M Tech/M Arch (Full-Time Non-Stipendiary/ Sponsored)**

In case the Institute is willing to admit candidates due to less admission during a session/year, the Dean Academic will issue the Admission Notice in this regard after the approval of Chairman Senate.

- (i) The applicants shall apply for admission on the prescribed forms which can be downloaded from Institute website. The duly completed application must reach the office of Dean Academic by the specified deadline.
- (ii) The applications shall be scrutinized by the respective MSSC of the Department. The list of shortlisted candidates shall be displayed on Institute website.
- (iii) The counselling and admission of shortlisted candidate as per the process and schedule mentioned in the Admission Notice will be held in the concerned Department for which candidates are required to appear in person.
- (iv) On the recommendation of the MSSC of the Department, 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.

- (v) On approval of the Chairman Senate, the HoD 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.
- (vi) 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.

#### **5.5.3 MSc (Full-Time Non-Stipendiary)**

Admissions to MSc programmes shall be done centrally through centralized counselling process/bodies notified by the MoE, 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.

#### **5.5.4 MBA(Full-Time Non-Stipendiary)**

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

#### **5.5.5 Admissions in Master's Programme 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's (Engineering/Architecture/MSc/MBA) programmes under Direct Admission of Students Abroad (DASA) scheme of MoE/MHRD. Further the admission can be made under the Cultural Exchange Fellowship Programme of Government of India (GoI), 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 MoE.

## 5.6 Reservation Policy in Admission

Reservation policy as prescribed by Gol from time to time shall be applicable

## 5.7 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's 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 (**Annexure: MPP-03**) duly signed by the student and his/her parent/guardian.
- (iii) The application must be routed through the concerned Department.
- (iv) Refund of fee to such students will be made as per Institute refund policy on receipt of duly completed No Dues form.

## 5.8 Cancellation of Admission

All students admitted to any Master's Programme shall submit copies of their mark-sheets, provisional certificates, etc. of the qualifying examination and other documents by the last date specified for the purpose in the Institute Academic Calendar. The Dean Academic in consultation with the Director/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 supplied some false information or suppressed relevant information while seeking admission.

## 6. REGISTRATION IN MASTER'S PROGRAMME

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/programme of the Department.

### 6.1 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 except semester 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 student concerned.**

## 6.2 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 on case to case basis.

Those students who have been permitted to proceed for Internship/Apprenticeship can be allowed to register through email before the commencement of succeeding semester by annexing the relevant documents.

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 and Dean Academic 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.

## 6.3 Adding/Dropping of Registered Course

Master's programme student shall register, for course work, as recommended by Registration Coordinator/Convener, DMPC of the concerned Department. 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/instructor (older as well as new) in the application form (**Annexure: MPP-19**) and is also endorsed by the Registration Coordinator/Convener, DMPC after doing the changes in the registration card. 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.

#### 6.4 Multiple Entry/Multiple Exit Policy of NEP-2020

The enrolled Master's students may opt for exiting the programme at any stage as per the Multiple Entry/Multiple Exit policy of NEP-2020. The students need to apply in the parent department for exiting the programme (**Annexure: MPP-04**). The DMPC will recommend the case to Dean Academic for final approval and notification. Such candidate can join back the programme (within 5 years from his initial date of registration) from where he/she left and shall get registered, during the registration schedule, for the completion of degree. Students who wish to exit the programme and request for intermediate qualification certificate shall apply (**Annexure: MPP-06**) in the parent department for the award of such certificate. The DMPC of the department will recommend such cases for the award of appropriate qualification certificate provided he/she satisfy the requirements approved by the SENATE under NEP-2020 (Roadmap for Implementation of NEP-2020). The concerned department shall also maintain the record of such students for future use.

#### 6.5 Cancellation of Registration

Registration of a Master's candidate may be cancelled if he fails to fulfill the requirements of registration as per laid down criteria. Such cases will 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.

#### 6.6 Change of Status from Full-time to Part-time

The Dissertation work as part time (those students who are applying for conversion to part time based on offer letter for job from Centre/State Govt. agencies, PSUs, research labs, etc.) M Tech/M Arch students may be considered by Dean Academic on the recommendation of SMPC only after the completion of course work.

The request of M Tech/M Arch students for converting their status of registration, during their dissertation work, from full-time to part-time (**Annexure: MPP-13**) can be considered provided the following conditions are satisfied:

1. He/She has completed one year stay in the institute.
2. He/She has completed the course work, etc.
3. Such a request should be endorsed by the assigned Dissertation supervisor(s)
4. He/She has got the offer letter for job from Centre/State Govt. agencies, PSUs, research labs, etc.
5. Written consent of co-supervisor/mentor, with whom the student will work towards dissertation, and NOC from organization in which he/she joined has to be submitted in the Department within six months of joining the job. The period between the date of joining and change of



status from full time to part time (upto six months) shall be considered as dies non for all purposes. The student shall be required to register in the same semester in which he had proceeded to join his job in some organization.

6. A certificate is to be submitted by the co-supervisor/ mentor that facilities are available in the organization to carry out the research work.
7. The candidate will not be eligible to submit the dissertation before 2½ years if he/she got changed his/her programme status in 4<sup>th</sup> semester and not before 3 years if done during 3<sup>rd</sup> semester from his initial date of registration in the programme i.e such candidates have to register for half load in these semesters.
8. Part time students shall not be entitled for any financial assistantship/scholarships from the Institute.
9. While recommending cases, from Full-time to Part-time conversion, to Dean Academic, DMPC must ensure that the facilities for carrying out the research work under the guidance of co-supervisor/ mentor from that organization are available.

Such conversion, if approved by the Dean Academic, will be subject to the following conditions:

- i. The student must submit his/her dissertation within the stipulated period.
- ii. Provision of conversion from Full-time to Part-time and vice-versa can be availed only once by the student during his/her Master's programme.
- iii. The student will be governed by the rules and regulations presented in Ordinances for Master Programmes.

### **6.7 Proceeding for Internship/Apprenticeship/ Off Campus**

The Dissertation work as off campus (those students who are willing to work towards their dissertation outside the Institute in some reputed industrial/academic/research organization while doing their internship/apprenticeship work which gives a student, an opportunity for career exploration and development, and to learn new skills) students may be considered by Dean Academic on the recommendation of DMPC only after the completion of course work.

Further the Master's programme students (M Tech/M Arch) who get the opportunity for the internship/apprenticeship in 3<sup>rd</sup> and /or 4<sup>th</sup> semester can be considered to carry out the Dissertation work provided the following conditions are satisfied:

1. He/She has completed one year stay in the institute.
2. He/She has completed the course work, etc. and acquired the CGPI more than or equal to 6.0

3. Such a request should be endorsed by the assigned Dissertation supervisor(s)
4. He/She is willing to work as Off Campus student towards his/her dissertation outside the Institute in some reputed institute, industrial organization, research lab, etc.
5. Written consent of co-supervisor/ mentor, with whom the student will work towards dissertation and NOC from his/her organization, has to be submitted in the Department.

While recommending for the permission of internship/ apprenticeship to the Dean Academic (**Annexure: MPP-12**), DMPC must ensure that the recommendation from the institute TPO cell has been obtained. The TPO Cell while giving the recommendation will ensure that the organization from which the student has got the internship/ apprenticeship letter is a reputed premier Institution/Research Lab/Industrial Organization etc.

## **7. COURSES OF STUDY FOR MASTER'S PROGRAMME**

Master's programme student is required to complete successfully the prescribed course requirements and all other prerequisites for the award of Master Degree.

### **7.1 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 programme core & programme elective theory courses, practical (Lab) courses, and interdisciplinary course. In addition, there are course components on summer/Industrial training, seminar, community connect course and project/dissertation work. In order to incorporate sufficient flexibility, both at the individual programme level and the student level, each programme elective course has a set of courses and students can opt any one out these. The Departments may organize educational tours and training as well. Each student is required to register for the courses of respective specialization curriculum 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.

In general, the medium of instructions at National Institute of Technology Hamirpur shall be English.

### **7.2 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.

### **7.3 Audit Courses**

A student may opt for audit course(s) of his interest in addition to the prescribed academic load requirement with the permission of the concerned HoD. There will, however, be no obligation on the

part of Department to reschedule the time table 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 Report Card, but shall not be considered for SGPI/CGPI calculations.

#### **7.4 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 be send to Chairperson, SMPC duly recommended by concerned DMPC. Thereafter, the Chairperson, SMPC shall put the case in SMPC meeting for deliberation. The recommendations of SMPC along with comments/suggestions shall be put up in SENATE for approval through Dean Academic. If a meeting of SENATE is not scheduled within a short period before implementation of new/modified curriculum then in certain cases Chairman Senate may approve the proposal which shall be ratified in the next SENATE meeting.

#### **7.5 Starting of New Master's Programme**

On the request of the department to start new Master's programme a complete proposal along with justification to be submitted to Dean Academic. Further, Dean Academic will submit the case to Director-cum-Chairman Senate for constituting a committee at the Institute level which will look into 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.	Two professors of the Institute (nominated by Chairman Senate)	Members
4.	Two external experts from industry and/or academia (nominated by Chairman Senate)	Members
5.	Two closely related HoDs nominated by Chairman Senate	Members
6.	HoD of the concerned Department	Member Secretary

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 SENATE to BOG for final approval.

### **8. EVALUATION AND GRADING SYSTEM FOR VARIOUS TYPES OF COURSES**

The performance of the student is evaluated through a series of examinations and tests that are scheduled during the academic semester for a given course. 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 assign letters grade in each course.

## 8.1 Evaluation System

The evaluation of students shall be based on his/her performance in continuous semester assessment, Mid Semester and End Semester Examinations. The 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 booklets of Mid Semester Examination, quizzes and class tests, and home assignments shall be done within reasonable time and shown to the students. The complete transparency shall be maintained in evaluation system. The answer booklets 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 examinations.

For each course, there will be a course coordinator/Instructor appointed by Head of respective Department. 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 but question paper will be set by course coordinator in consultation with associated faculty members.

## 8.2 Evaluation of Theory/Practical/Project/Training/Studio Courses

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

### A. Theory Courses

SN	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

SN	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. Courses Having Lectures and Practicals

SN	Theory Component (Overall Weightage: 80%)		Practical Component (Overall Weightage: 20%)	
1.	Continuous Semester Assessment (Based on performance in assignments/quizzes/tests/tutorials, etc.)	20%	Continuous Semester Assessment (Based on quantity and quality of experiments/jobs, skills in handling equipment, performance in viva/tests, accuracy of outcomes/features, etc.)	50%
2.	Mid Semester Examination	30% (1½ Hours)	End Semester Examination (Performance in practical/job/test/quiz/viva, etc.)	50%
3.	End Semester Examination	50% (03 Hours)		

**D. Studio Courses Having Lectures and Drawings**

SN	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.)	60%
2.	End Semester Examination (Performance in practical/job/test/quiz/viva, etc.)	40%

**E. Project Work**

The Master's Projects 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 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 modalities to be adopted for examination shall be as follows:

- a. The project groups of similar area or sub area of specialization are to be combined for their evaluation by a common set of experts.
- b. Each such combination shall be preferably of 5 groups.

The Committee is to be constituted for the evaluation of each combined set of groups by the concerned HoD in consultation with DMPC of the Department as per the following composition:

1.	Faculty member having related specialization nominated by HoD	Coordinator
2.	Faculty members with relevant specialization from the Department (minimum one)	Members
3.	One Faculty Member from other Department	Member
4.	Concerned Project Guide(s)	Member

The letter grades need to be uploaded and copy to be sent to the Academic Section by the concerned Convener, DMPC. The evaluation shall be made as per the following criteria:

SNo	Particulars	Weightage	Remarks
1.	Mid Semester Evaluation	30%	To be awarded by the Committee
2.	End Semester Evaluation	40%	
3.	Continuous Semester Assessment	30%	To be awarded by the Supervisor/Guide

Research publications in general will entitle a group for better marks/grade

**F. Summer Internship/ Industrial Training**

The evaluation and award of grades for Summer Internship/Industrial Training shall be done by a Committee constituted by HoD consisting of:

1.	HoD or his/her nominee	Chairperson
2.	Faculty Members from the Department (minimum two)	Members
3.	Coordinator, Training	Convener

### G. Community Connect Course

The aims of the community connect course is to bridge the gap in the education ecosystem by enabling/facilitating children and youth in local community/society to achieve their dreams and shape their future through various programmes/activities.

In community connect course, there shall be various student activities and each student has to register for one of them after taking the consent of the assigned faculty member of the activity. The assigned faculty member of the activity shall monitor the performance of the student throughout the semester. The performance of the student(s) is evaluated through a series of assignments/quizzes/tests/field performance etc. that are scheduled by the assigned faculty of the activity.

#### 8.3 Grading System

“A teacher is the best judge in awarding the grades”. However, he/she has to be impartial, logical and maintain complete transparency while awarding grades. 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 below:

<b>Letter Grade</b>	<b>A</b>	<b>AB</b>	<b>B</b>	<b>BC</b>	<b>C</b>	<b>CD</b>	<b>D</b>	<b>F</b>
<b>Grade Point</b>	<b>10</b>	<b>9</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>5</b>	<b>4</b>	<b>0</b>
<b>Marks %</b>	<b>≥85</b>	<b>&lt;85 &amp; ≥75</b>	<b>&lt;75 &amp; ≥65</b>	<b>&lt;65 &amp; ≥55</b>	<b>&lt;55 &amp; ≥50</b>	<b>&lt;50 &amp; ≥45</b>	<b>&lt;45 &amp; ≥40</b>	<b>&lt;40</b>
<b>Academic Performance</b>	<b>Outstanding</b>	<b>Excellent</b>	<b>Very Good</b>	<b>Good</b>	<b>Average</b>	<b>Below Average</b>	<b>Marginal</b>	<b>Fail</b>

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

1. All evaluations of different components of a course announced in the course plan shall be done in terms of marks for each student.
2. The marks of various components shall be added to get total marks secured on a 100-point scale.
3. For any course, the above table will be used to award grades corresponding to the secured marks.
4. A student, who fail to score at least 30% marks in the End Semester Theory Examination shall be awarded F grade irrespective of his/her overall score in the course.
5. 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.

## 8.4 Grade Point Index (GPI)

The Semester Grade Point Index (SGPI) 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  $G_1, G_2, \dots, G_m$  in courses (say,  $m$ ) with corresponding credits  $C_1, C_2, \dots, C_m$ , the SGPI is given by

$$SGPI = \frac{C_1 G_1 + C_2 G_2 + \dots + C_m G_m}{C_1 + C_2 + \dots + C_m}$$

Similarly, the Cumulative Grade Point Index (CGPI) 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

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

The MOOCs/NPTEL etc. /online courses (department must check that only those courses shall be considered during registration in which evaluation is done and score/grade is awarded) for which the student registered in a particular semester as per the curriculum scheme. The scores of those courses along with credits shall be included in the marks sheet and counted towards computing the CGPI. Such courses score may be appropriately mapped to our grading system while calculating the SGPI/CGPI of the student.

The grade earned by the student in the dissertation examination shall also be included with credits, for which he/she was registered, while calculating the overall CGPI of the student.

**In case of a specific query by students/employers/others regarding conversion of CGPI into percentage marks, the formula “% Marks = 10× (CGPI)” will be adopted for notional conversion. However, the Institute shall not issue any separate certificate/document in this regard.**

## 8.5 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 10. 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,

minor/major project, etc.), where he/she has secured D grade and has less than 50% marks in these components. However, the student will only be allowed to register after completion of minimum residential requirement given in Clause 10.2. 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.

### **8.6 Supplementary Examination**

There shall be a Supplementary Examination every year during June/July as per the schedule mentioned in Academic Calendar or as per the policy decided time to time. 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.

### **8.7 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, Dissertation and Seminars registered by a student during his/her entire Master's 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.

## **9. APPOINTMENT OF SUPERVISOR(S), EVALUATION, AND EXAMINATION OF MASTER'S DISSERTATION**

### **9.1 Appointment of Dissertation Supervisor**

1. Dissertation supervisor(s) of a student will be appointed by DMPC from amongst the faculty members in the Department using transparent modalities decided by the Department/Institute.
2. A student has to select a topic for his dissertation in consultation with supervisor, based on his/her interest and the available facilities in the Department/Institute.
3. DMPC will appoint supervisor(s) to each student immediately after the 2<sup>nd</sup> semester examination



i.e. before the start of summer vacations for faculty.

4. 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.
5. A student can have a co-supervisor, outside the Department, within the institute on the recommendation of the concerned DMPC, and with the approval of Chairperson SMPC. The DMPC must ensure that the written consent of the proposed co-supervisor has been obtained by the student and the assigned supervisor has recommended the case clarifying that how addition of co-supervisor will facilitate better research work. (**Annexure: MPP-05**)
6. A student shall not normally have more than two supervisors at any given time.
7. A student can have a co-supervisor from outside the Institute on the recommendation of the concerned DMPC, endorsement of Chairperson, SMPC and the approval of Dean Academic. The DMPC must ensure that the supervisor from NITH has recommended the case with a justification that how addition of co-supervisor will facilitate better research work. Also, the written consent of the proposed co-supervisor should be attached. Further, the outside Institute should be a prominent Institute such as IIT/NIT/CFTI/Central University/State Gove. Institute/PSU/Government Research Labs etc.
8. In case there has been addition in the supervisor(s), the dissertation will not be submitted earlier than three months from the date of such change.
9. 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 DMPC Convener shall, in consultation with HoD and the student, appoint a co-supervisor 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 Convener, DMPC shall take care of the formalities.
10. 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, lien, resignation, retirement, or death etc. he/she may act as co-supervisor whereas an alternative supervisor, within the department, will be appointed by the DMPC.

## 9.2 Dissertation Evaluation Committee

The Master's dissertation shall be evaluated by the committee on the basis of quality of work carried out, the report submitted, and presentations.

### 9.2.1 Department Evaluation Committee

#### A. Evaluation During 3<sup>rd</sup> Semester

Each candidate shall be evaluated twice i.e. during Mid Semester and End Semester by a Committee as per the schedule mentioned in Academic Calendar. A Committee for each specialization offered by the department is to be constituted by the DMPC of the department.

1.	Faculty member nominated by HoD (preferably of respective specialization)	Coordinator
2.	Faculty members with relevant specialization from the Department (minimum two)	Members
3.	One Faculty Member from other Department	Member
4.	Concerned Supervisor(s)	Member

The letter grades need to be sent to the Academic Section by the concerned Convener, DMPC within two/three days of End Semester evaluation. The grade earned by the candidate in the dissertation will be reflected in the Grade Card, and it shall be counted for calculation of SGPI/CGPI. For Grade submission, the Convener, DMPC shall act as Course Coordinator and will upload the Grades and send the compiled award list of all students duly signed by HoD to the Academic Section (**Annexure: MPP-15**). The weightage to Mid Semester and End Semester evaluation will be as per the table given

SNo	Particulars	Weightage	Remarks
1.	Mid Semester Evaluation	30%	To be awarded by the Committee
2.	End Semester Evaluation	40%	
3.	Continuous Semester Assessment	30%	To be awarded by the Supervisor

Research publications in general will entitle a student for better marks/grade

#### B. Evaluation During 4<sup>th</sup> Semester

The Committee already constituted above shall evaluate the performance during Mid Semester as per the schedule mentioned in Academic Calendar whereas the Final Dissertation evaluation is to be conducted as per **Clause (9.2.2)** by constituted Dissertation Evaluation Board (DEB).

### 9.2.2 Dissertation Evaluation Board

A panel of External Examiners for each specialization is to be constituted in the **beginning of the 4th semester** in the Department faculty board meeting. The examiners in the panel shall be of related specialization from premier institutions like; IISc, IITs, NITs, IISERs, CFTIs and other Government Institutions (including R&D Labs, PSUs) and Universities of repute. The Master's students of the

department shall be grouped on the basis their area and sub-area of specialization, in which each group shall be of 5 students (preferably), by the HoD in consultation with Convener, DMPC. From the panel of examiners, already approved in the faculty board meeting, the HoD along with Convener, DMPC shall propose the name of at least 3 External Examiners for each group and forward the same to Academic section well before the beginning of the submission of dissertation. Chairman Senate shall appoint the examiner(s) in consultation with Chairperson, SMPC and Dean Academic.

The composition of the DEB is as under:

1.	External Examiner (outside NIT Hamirpur)	Member
2.	One Faculty Member from the Department	Member
3.	One Faculty Member from another Department	Member
4.	Concerned Supervisor	Convener

The concerned DEB constituted for each Master's student shall evaluate the dissertation. The Dissertation Oral Examination can be conducted in online/offline/hybrid mode, whereas students has to defend his dissertation physically in the department. The modalities to be adopted for evaluation of all Master's students dissertation in the Department is as follows:

S.No	Particulars	Weightage	Remarks
1.	Mid Semester Evaluation	25%	To be awarded by the Committee
2.	Dissertation Oral Examination	40%	To be awarded by DEB
3.	Continuous Semester Assessment	20%	To be awarded by the Supervisor
4.	Research Publication	15%	To be awarded by DEB based on the proof

Based on the research publication of the student the weightage to be awarded for each category of publication is as follows:

Research Publication	Weightage	Remarks
One paper accepted/published in SCI Journal/SCOPUS indexed Journal/Web of Science.	15%	Marks will be awarded for only one option having maximum weightage
One paper presented in Peer Reviewed Conference organized by IISc/IIT/NIT/Premier R&D Organization/Professional Societies.	10%	
Paper(s) accepted/published in any other Journal/Book Chapter or paper presented in any other conferences.	5%	

The letter grades need to be sent to the Academic Section by the concerned department within two/three days from the examination date (**Annexure: MPP-16**). The grade earned by the candidate in dissertation will be reflected in the Grade Card and shall be counted for calculation of SGPI/CGPI.

### 9.2.3 Dissertation Evaluation for Part-time Candidates

The Final Dissertation evaluation of the candidate whose programme status changed from Full-time to

Part-time is as follows:

Semester	Mid Semester Evaluation	Final Examination of Dissertation
4 <sup>th</sup>	Evaluation to be performed by Department Evaluation Committee	<i>P</i> (Pursuing Dissertation) grade to be awarded irrespective of his performance
5 <sup>th</sup> /6 <sup>th</sup>	Mid Semester Evaluation is not required	Final Dissertation Examination to be conducted by DEB and the grade is to be awarded by including the marks of 4 <sup>th</sup> semester Mid Semester evaluation

The Part-time candidate is required to register in subsequent semesters after paying requisite fee as per odd/even semester. The maximum duration of the programme shall be 5 years from the date of initial registration.

### 9.3 Submission of Dissertation

The soft bound copies as well as softcopy (preferably PDF) of the Dissertation (as per the prescribed format in Annexure-DW) are to be submitted by the Master's student to the Convener, DMPC of the concerned Department including similarity index certificate duly signed by the student and his/her supervisor(s) (**Annexure: MPP-20**).

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

- i. The students shall preferably submit their dissertation in their respective Department between 15<sup>th</sup> April to 31<sup>st</sup> May of every year.
- ii. The cases of the students, who could not submit the Dissertation within the stipulated time, will be examined by the DMPC. On the request of the candidate, duly endorsed by Dissertation supervisor, only the genuine cases shall be recommended by DMPC for extra time for dissertation submission and be sent to SMPC for decision and further notification.
- iii. The extra time granted by SMPC for the completion and submission of the dissertation shall not exceed the registration date of next semester.
- iv. The students not covered under point (i), (ii) & (iii) shall be required to register in the next semester for completion of their Dissertation by paying requisite registration fee applicable in the 4<sup>th</sup> semester.
- v. Soft copy of Dissertation will be sent to external examiner while soft bound copy will be sent on request.
- vi. The Convener, DMPC shall arrange to send the softcopy of the Dissertation to the appointed examiner of the candidate.

The student shall also vest or license copyright of his/her dissertation in the name of NIT Hamirpur. On the request of the student, the concerned department may issue the dissertation submission certificate (**Annexure: MPP-21**).

## 9.4 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 programme shall be terminated. Stringent action can be taken if plagiarism or academic misconduct is proven.

## 9.5 Final Examination of Dissertation

- (i) The oral examination shall be completed preferably before the registration date for next semester.
- (ii) The student has to appear for the oral examination in offline mode in the department.
- (iii) The Dissertation supervisor in coordination with DEB will issue a notice announcing the date of the final examination of Dissertation.
- (iv) 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 (**Annexure: MPP-16**).
- (v) A student is required to score at least 30% in the oral examination the members of DEB recommend its acceptance otherwise considered to have been rejected.
- (vi) If a Dissertation is rejected along with a recommendation for resubmission after incorporating modification/correction suggested by DEB, the oral examination of the resubmitted Dissertation will be conducted by the original Board, preferably, in online mode. However, if any member of the previous Board has retired/left/debarred then replacement of the member shall be made following the same procedure. If the resubmitted Dissertation is rejected, then the matter will be reported to the Chairman Senate for appropriate action.
- (vii) If a student does not appear in the oral examination on the scheduled date, 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 Soft bound copies and softcopy (preferably PDF on CD/DVD) be submitted to the department for onwards transmission to the supervisor(s) and departmental library by Convener, DMPC.

## 10. ACADEMIC PERFORMANCE REQUIREMENTS FOR MASTER'S DEGREE

Master's Degree student is required to complete successfully all prescribed courses of the approved Course Structure of concerned Department and attain a minimum prescribed CGPI.

### 10.1 Attendance Requirement for Course Work

Attendance in all classes (lectures/tutorials, laboratories, etc.) is compulsory. All Master's Degree students are normally required to have full (100%) attendance in each theory/laboratory course. A student having attendance less than 70% in a course shall not be allowed to appear in End Semester Examination of that course and will be declared Fail and awarded "F" grade in that course. However, a student having deficient attendance, less than 70%, may be given relaxation to the maximum extent of 10% under following circumstances:

- (i) Participation in extra-curricular and co-curricular activities or any other participation within or outside the institute duly approved and notified by Dean Student Welfare on the recommendation of concerned faculty in-charge.
- (ii) Student could not attend classes due to illness, the proof with justification need to be submitted
- (iii) Due to family/natural calamities or any other valid reason to justify the claim for condonation of attendance

### 10.2 CGPI Requirement for Continuing the Programme

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

1. The minimum CGPI for award of Master's degree is 6.0.
2. A student shall not be allowed to continue in the Master's 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.
3. A Master's 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.
  - i. The HoD and the DMPC convener shall advise the students regarding remedial actions to be undertaken to remove the academic deficiencies.

- ii. 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.
- iii. 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.

The candidates who do not satisfy the academic requirements of the programme for the award of degree can opt to exit the programme with suitable certificate as per the exit policy of the institute.

### 10.3 Residential Period and Minimum Duration of the Programme

The following table lists the minimum duration of the programme and credits requirements for graduation in the various Master's programmes. A course framework of the credit distribution for M Tech/M Arch, MSc, and MBA are given in the table. 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.

Programme	Minimum Total Credits	Credits Through Course Work (Minimum)	Credits Through Dissertation/Research /Project (Minimum)	Minimum Duration of the Programme
M Tech	80	44	36	2 Years
M Arch	80	44	36	2 Years
MSc	96	78/86*	18/10*	2 Years
MBA	90	84	06	2 Years

\*distribution of credits for MSc(Mathematics and Computing).

## 11. PROCEDURE FOR AWARD OF MASTER DEGREE

A Master's degree programme student shall be eligible for award of degree if he/she satisfy the academic requirements and have a good conduct during his/her stay in the institute

### 11.1 Requirements of Degree

A student shall be deemed to qualify for Master's 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 minimum duration requirement of the programme
- iv. Satisfied all the requirements specified by the concerned Department, if any
- v. Satisfied all the requirements specified by the SENATE

In addition, the student should have paid all the dues to the Institute and Hostels, and should have no

pending case of indiscipline.

### 11.2 Award of Degree

A student who completes all the academic requirements and 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 Certificate before the Convocation as per the procedure(s) notified time to time.

### 11.3 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 requirement and adhere to rules enshrined in this Ordinance. However, such candidate can request for issuing appropriate certificate as per the ME/ME policy of the NEP-2020.

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.

### 11.4 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.

## 12. LEAVES AND LEAVE RULES

Full Time students, leave may be granted on submission of application to the HoD through the supervisor/load guide. Applications must be submitted well in advance from the date of commencement of the leave requested. Leave for a period longer than specified under different clauses below shall entail loss of financial assistantship for the extended period.

### 12.1 Vacation and Leaves

- (i) Non-stipendiary Master's programme students and students admitted under DASA/ICCR/MEA/StudyinIndia etc. shall be allowed to avail the Institute vacations, Mid-semester break and Institute holidays as mentioned in Academic Calendar.
- (ii) Stipendiary Master's programme student shall be allowed leave for up to 7 days at a time subject to maximum 15 days in an academic year excluding Institute holidays (**Annexure:**



**MPP-07).** These leaves cannot be combined with any other kind of leave, and will not be carried over.

### 12.2 Medical Leave

Leave on medical ground, duly supported by a medical certificate from Institute Health Centre/Medical Officer of the Government Hospital/recognized hospital, may be granted to a student for maximum 15 days in an academic year in addition to normal leaves on the approval of DMPC (**Annexure: MPP-08**).

If a student falls ill while on sanctioned leave, the medical certificate along with fitness certificate must be obtained from the Medical Officer of the Government Hospital/recognized hospital.

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.

### 12.3 On Duty Leave

Master's Students while doing his/her dissertation work may be granted duty leave for maximum of 15 days. Master's 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 in every semester, assigned by the Supervisor, recommended by DMPC and approved by Dean Academic shall be treated as On-Duty (**Annexure: MPP-09**). The M. Arch students may avail this duty leave of 15 days in every semester, when the complete class along with course instructor proceeds for site survey, 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 assignment for more than 15 days of duty leave shall require approval of the Dean Academic on the recommendation of DMPC, endorsed by Chairperson, SMPC.

### 12.4 Semester Leave

Semester leave for up to a maximum of two semesters for Master's students 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 of leave. For availing such leave, the student may move the request on prescribed format (**Annexure: MPP-10**).

### 12.5 Maternity Leave

Maternity leave to female Master's programme student of all categories would be given as per rules/guidelines provided by the Government of India time to time.

## 12.6 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's programme students may result in the termination of the programme on the recommendation of the DMPC, endorsed by Chairperson, SMPC, and Dean Academic for the approval of Chairman Senate. Further Dean Academic office will issue the termination letter to the candidate with a copy to the concerned HoD. Furthermore, the candidate can request for appropriate certificate under Multiple Entry/Multiple Exit policy.

## 12.7 Permission to Proceed to other Academic/Research Institutions

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 to carry out the dissertation work. Rules and procedures to be followed for availing this provision are as follows:

1. A Master's Student who satisfies the minimum conditions laid down in (2) below may proceed to another academic Institution in India or abroad with prior permission of the Chairman Senate on the recommendation of the Dean Academic, Chairperson, SMPC and DMPC of the concerned Department. Only those Master's Students who have spent at least two Semesters, completed course work and have a CGPI of at least 8.0 are eligible to avail this facility.
2. For permission to proceed to other institution, an eligible student shall make an application to the Dean Academic through the Convener, DMPC and the Dissertation Supervisor in the prescribed format (**Annexure: MPP-11**), duly supported by a statement of purpose to undertake the proposed work and sufficient information about the Department/Institution and, acceptance letter from that Institute /Organization.
3. Permission to proceed to other Institution does not imply that the student will automatically get any waiver from the academic requirements of NIT Hamirpur.
4. 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.
5. Those students, who are selected by the other Institute and willing to proceed on any institutional exchange programme, shall also have to go through the procedure and rules for the transfer of credits. However, his/her financial assistantship shall be restored after he/she joins back the Department and on recommendation of the DMPC. Such students shall not get any financial assistance during the period spent at the host organization/institution.
6. 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.

### **13. PERMISSION FOR ATTENDING THE CONFERENCE AND FINANCIAL ASSISTANCE**

The permission for attending and financial assistance for the National/International conferences in India, the student has to apply in the department on the prescribed form (**Annexure: MPP-14**) duly endorsed by his/her Dissertation supervisor. The candidate must attach following documents along with his/her application:

- (a) Acceptance letter of the paper in the conference
- (b) First page of the paper including title of the paper with authors names
- (c) Proof of the conference along with organizer details and registration fee details

In order to ensure that only quality papers are presented in reputed conferences organized by premier Institutions/Organizations the Convener, DMPC and HoD of the department will verify that the paper is accepted for paper presentation and he/she has not availed financial assistance to attend conference earlier. The recommendation of the Convener, DMPC and HoD will be sent to the Dean Academic for final decision/permission. The student shall be treated On-Duty leave as per clause 12.3.

Further, the reimbursement of Conference Registration Fee and Travel Expenses shall be on the submission of actual payee receipts as per the following terms and conditions:

- (i) Request of the candidate for financial assistance will be considered only if it is duly recommended by his/her Dissertation supervisor, HoD
- (ii) The financial assistance shall be only one time in 2<sup>nd</sup> year (i.e. 3<sup>rd</sup> or 4<sup>th</sup> semester only).
- (iii) In case of joint authours only one of the authour will be considered for financial assistance.
- (iv) The candidate has to submit the copy of the paper presentation/participation certificate issued by the conference organizer
- (v) Permission letter issued by the office of Dean Academic for paper presentation in the conference and financial assistance

A candidate fulfilling the above requirements will be considered for reimbursement of Conference Registration Fee and Travel Expenses to a maximum amount decided by the SENATE. The case will be forwarded by the concerned HoD to the accounts section.

## 14. 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.

### 14.1 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 to 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.***

### 14.2 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/her 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.

### 14.3 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-17**).

Unfair means shall comprise of following:

1. Copying from the papers/mobile/electronic gadgets, or materials in the possession of the student

2. Possession of the relevant material
3. Gross indiscipline in examination hall/misbehaviour with invigilator

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

1	Dean Academic	Chairperson
2	Chairperson, SBPC	Member
3	Chairperson, SMPC	Member
4	Chairperson, SDPC	Member
5	Associate Dean (Examination)	Member
6	Concerned HoD	Member
7	Two Senate Nominees (to be Nominated by Chairman Senate)	Member
8	Deputy Registrar/Assistant Registrar of the Academic Section	Convener

The tenure of 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/Director.

If a student is found in possession of mobile/electronic gadgets during the examination, his/her examination of that course shall stand automatically cancelled

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, and seeking reconsideration of the decision.

#### 14.4 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 (Training & Placement)	Member
4	Concerned HoD	Member
5	Concerned Warden	Member
6	Associate Dean (Student Discipline & Counseling)	Member
7	Deputy Registrar/Assistant Registrar of the Student Section	Convener

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.

#### **14.5 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-18**). 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.

### **15. AWARD OF FELLOWSHIPS AND SCHOLARSHIPS**

The SENATE shall determine the general policy regarding recommendations for the award of the different types of Scholarships/Fellowship available to Institute students. The detailed norms and conditions for the award of various Scholarships/Fellowship shall be framed by the SENATE from time to time.

The Scholarships/Fellowship are paid up to the month in which a student completes all the requirements of his/her Master's Programme. These Scholarships and Fellowship shall be liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material, facts and/or giving false information.

A student leaving the Institute on his/her own accord without completing the Programme of study may be required to refund the amount of Scholarships/Fellowship received during the Academic Session in which he/she leaves the Institute.

### **16. 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.

## **17. INTERPRETATION OF CONTENTS OF MASTER’S ORDINANCES**

### **17.1 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 & 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’s Degree Programmes.

### **17.2 Interpretation**

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

### **17.3 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.

### **17.4 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: MG-01**

The Institute is offering the following Master's programmes which are approved from appropriate bodies such as SENATE/BOG from time to time.

Sr. No	Type of Departments/Programmes	Name of Department	Name of Specialization
1.	Engineering Departments/Centers (M Tech)	Department of Civil Engineering (DoCE)	1. Geotechnical
			2. Structure
			3. Transportation
			4. Water Resources
			5. Environment
		Department of Chemical Engineering (DoCHE)	Chemical Engineering
		Department of Computer Science & Engineering (DoCSE)	1. Computer Science & Engineering
			2. Artificial Intelligence
		Department of Electrical Engineering (DoEE)	1. Power System
			2. Signal Processing & Control
			3. Condition Monitoring of Power Apparatus
		Electronics & Communication Engineering (DoECE)	1. VLSI Design
			2. Communication Systems & Networks
Mechanical Engineering (DoME)	1. Design		
	2. Computational Thermal Engineering		
	3. Manufacturing & Automation		
Department of Material Science & Engineering (DoMSE)	Materials Science & Engineering		
Centre for Energy Studies (CES)	Energy Technology		
2.	Science Departments (MSc)	Department of Physics and Photonic Science (DoPPS)	Physics
		Department of Chemistry (DoCH)	Chemistry
		Department of Mathematics and Scientific Computing (DoMSC)	Mathematics and Computing
3.	Architecture (M Arch)	Department of Architecture (DoArch)	Sustainable Architecture
4.	Management Studies (MBA)	Department of Management Studies (DoMS)	MBA





Annexure: MPP-01

**Application for Academic Matter**

<b>Name of Student</b>		
<b>Roll Number</b>		
<b>Programme</b> (tick ✓ appropriate)	MTech / M Arch / MSc / MBA	
<b>Department</b>		
<b>Mobile and Email</b>	Mobile:	Email:

**Description of the Request/Problem**

--

**Date:**

**Signature of the Student**

For Official Use	
Application Received On:	Signature of Dealing Assistant
Remarks/Decision of HoD	
Signature of HoD	
Date:	
Forwarded for Necessary Action (Convener, DMPC / Dealing Assistant / _____)	



Annexure: MPP-02

## Application for Issuing Certificates/Documents

<b>Name of Student</b>		
<b>Roll Number</b>		
<b>Programme</b> (tick ✓ appropriate)	M Tech / M Arch / MSc / MBA	
<b>Department</b>		
<b>Semester</b>		
<b>Mobile and Email</b>	Mobile:	Email:
<b>Certificate(s)/Document(s) Required</b> (tick ✓ appropriate)	<ul style="list-style-type: none"> <li>▪ Bona-fide Certificate</li> <li>▪ Duplicate Grade Report Card (GRC)[Enclose FIR for Loss]</li> <li>▪ Attested/Verified Copy of Semester Result (Mention Semester Number(s) _____)</li> <li>▪ No Objection Certificate</li> <li>▪ Character Certificate</li> <li>▪ Migration Certificate</li> <li>▪ Transcript</li> <li>▪ Any Other (give Description) _____</li> </ul>	
<b>Date:</b>	<b>Signature of the Student</b>	
<b>For Official Use</b>		
Recommendation of Department		
Signature of HoD		
Date:		
Application Received On:		Signature of Dealing Assistant (Academic Section)
Dealing Assistant	Superintendent	D.R.(Academic)



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**Annexure: MPP-03**

**Clause 5.7**

**Application for Withdrawal of Admission**

<b>Name of Student</b>		
<b>Roll Number</b>		
<b>Department</b>		
<b>Programme</b> (tick ✓ appropriate)	M Tech / M Arch / MSc / MBA	
<b>Present Semester</b>		
<b>Mobile and Email (of the Student)</b>	Mobile:	Email:
<b>Address</b>		
<b>Mobile (of Parent/Guardian)</b>		
<b>Reasons of Withdrawal</b>		

**Declaration**

I would like to withdraw my admission from NIT Hamirpur. I request to refund the fee/dues paid as per the Institute refund rules.

**Date:**

**Signature of the Student**

**Consent of Parent/Guardian**

**Date:**

**Signature of Parent/Guardian**

**For Official Use**

Recommendation of Department

Signature of Convener, DMPC  
Date:

Signature of HoD  
Date:

Application Received On:

Signature of Dealing Assistant (Academic Section)

Recommended by

Dean Academic

Approved by

Chairman Senate



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**Annexure: MPP-04**

**Clause: 6.4**

**Application for Exiting the Programme under ME/ME policy of NEP-2020**

<b>Name of Student</b>		
<b>Roll Number</b>		
<b>Programme</b> (tick ✓ appropriate)	M Tech / M Arch / MSc / MBA	
<b>Department</b>		
<b>Semester</b>		
<b>CGPI and Credits earned</b>		
<b>Mobile and Email</b>	Mobile:	Email:

<b>Reasons for Exiting the Programme</b>		
<b>Signature of the Parents/guardian</b>	<b>Signature of the Student</b>	

<b>For Official Use</b>		
Recommendation of Department		
Signature of HoD (Minutes of the DMPC meeting along with recommendation) Date:		
Recommendation by Chairperson, SMPC (Submit the case to Academic Section for further approval and notification)		
Application Received On:	Signature of Dealing Assistant (Academic Section)	
Dealing Assistant	Superintendent	D.R.(Academic)
Recommended by		
Dean Academic		
Approved by		
Chairman Senate		
Dean Academic for Notification and copy to concerned Department		



Annexure: MPP-05  
Clause 9

**Dissertation Supervisor Selection Form**

<b>Name of Student</b>		
<b>Roll Number</b>		
<b>Department</b>		
<b>Programme</b> (tick ✓ appropriate)	M Tech / M Arch / MSc	
<b>Present Semester and CGPI score</b>		
<b>Mobile and Email</b> (of the Student)	Mobile:	Email:
<b>Name of the Proposed Supervisor</b>		
<b>Name of Department/Institution</b>		

Signature of Student with Date

I wish to supervise the M Tech / M Arch / MSc Dissertation of .....  
(Student Name)

Signature of Proposed Supervisor/Co-supervisor with Date

Recommendation of Supervisor, if already assigned, and student opting for Co-supervisor

Recommended by: Convener, DMPC

Approved by: HoD, if Proposed Supervisor/Co-supervisor is within the Department else send the recommendation to Chairperson, SMPC

Approved/Not Approved by: Chairperson, SMPC if Proposed Supervisor/Co-supervisor is outside Department within institute else send the recommendation to Chairman, Senate

Approved/Not Approved by: Chairman Senate



Annexure: MPP-06

Clause: 6.4

**Application for Issuing of Certificates while Exiting the Programme under ME/ME policy of NEP-2020**

<b>Name of Student</b>		
<b>Roll Number</b>		
<b>Programme</b> (tick ✓ appropriate)	M Tech / M Arch / MSc / MBA	
<b>Department</b>		
<b>Semester</b>		
<b>CGPI and Credits earned</b>		
<b>Mobile and Email</b>	Mobile:	Email:

<b>Certificate(s)/Document(s) Required</b> (tick ✓ appropriate)	Certificate/ Diploma/ Advanced Diploma in Engineering/Architecture	
<b>Signature of the Parents/guardian</b>	<b>Signature of the Student</b>	
<b>For Official Use</b>		
Recommendation of Department		
Signature of HoD (Minutes of the DMPC meeting along with recommendation for eligibility of the candidate in getting appropriate certificate as per clause 6.4) Date:		
Recommendation by Chairperson, SMPC (Submit the case to Academic Section for further approval and notification)		
Application Received On:	Signature of Dealing Assistant (Academic Section)	
Dealing Assistant	Superintendent	D.R.(Academic)
Recommended by		
Dean Academic		
Approved by		
Chairman Senate		
Dean Academic for Notification and copy to concerned Department		



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Annexure:MPP-07

Clause 12.1

**Application for Leave**

To  
Head of the Department,  
NIT Hamirpur

Sir,

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 Obediently,

(Signature)

Name:

Registration Number:

Recommendation by Dissertation Supervisor

For Official Use	
Forwarded by: Convener, DMPC Date:	Signature of Convener, DMPC Date:
Approved/Not Approved	Signature of HoD Date:



Annexure: MPP-08

Clause 12.2

**Application for Medical Leave**

To  
Head of the Department,  
NIT Hamirpur

Sir,

Kindly grant me to 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 Center/Medical Officer of the Government Hospital/recognized hospital (Address Details.....) is attached herewith for your reference please.

Yours Obediently,

(Signature)

Name:

Registration Number:

Recommendation by Dissertation Supervisor/Load Guide

For Official Use	
Date of DMPC Meeting (held for Discussion of Case): (Minutes of the DMPC meeting along with recommendation) Forwarded by: Convener, DMPC Date:	Signature of Convener, DMPC Date:
Approved/Not Approved To be recorded in Departmental master's student File	Signature of HoD Date:





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**Annexure: MPP-09**

**Clause 12.3**

**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 want to carry out data collection, field survey and experimental studies at  
..... which is be needed to carry out the Dissertation work smoothly.

Yours Obediently,

(Signature)

Name:

Registration Number:

Recommendation by Dissertation Supervisor

For Official Use	
Date of DMPC Meeting (held for Discussion of Case): (Minutes of the DMPC meeting along with recommendation) Forwarded by: Convener, DMPC	Signature of Convener, DMPC Date:
Forwarded by: HoD	Signature of HoD Date:
Approved/Not Approved	Dean Academic
To be recorded in Departmental master's student File	Date:



Annexure: MPP-10

Clause 12.4

## Application for Semester Leave

<b>Name of Student</b>		
<b>Roll Number</b>		
<b>Programme</b> (tick ✓ appropriate)	M Tech / M Arch / MSc / MBA	
<b>Department</b>		
<b>Previous Registration Detail</b>	Semester:	Date:
<b>Mobile and Email</b>	Mobile:	Email:
<b>Reasons for Semester Leave</b>		
<b>Period of Leave</b>	From _____ to _____	

## Declaration

I would like to avail leave during the above mentioned period. I understand that the registration fee already paid for present semester shall be forfeited as per the Institute rules.

Date:

Signature of the Student

## Recommendation / Endorsement of Parent/Guardian

Signature of Parent/Guardian  
Date:

## For Official Use

## Recommendation of Department

Date of DMPC Meeting (held for Discussion of Case):

Signature of Convener, DMPC  
Date:

Signature of HoD  
Date:

Application Received On:

Signature of Dealing Assistant (Academic Section)

Date of SMPC Meeting (held for Discussion of Case):

Signature of Chairperson, SMPC  
Date:

Signature of Dean Academic  
Date:

Chairman Senate



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**Annexure: MPP-11**

**Clause 12.7**

### Permission to Proceed to other Academic/Research Institutions

<b>Name of Student</b>		
<b>Roll Number</b>		
<b>Programme</b> (tick ✓ appropriate)	M Tech / M Arch / MSc / MBA	
<b>Department</b>		
<b>Previous Registration Detail</b>	Semester:	Date:
<b>Mobile and Email</b>	Mobile:	Email:
<b>CGPI and Credits earned</b>		
<b>Period of Leave</b>	From _____	to _____

#### Declaration

I would like to carry out my Dissertation work for the period ..... in the Academic/Research Institution.....

I hereby submit that I am not reprimanded, under disciplinary probation or expelled from the institute etc.

I submit that I have read and understood the rules which will be applicable to me during this period.

I also submit that I will register for the programme in every semester as per the registration procedure and report for presentation and evaluation in the parent department from time to time.

I will not have any claim for financial assistance from the parent institute during this period. I also submit that I will avail this facility only once in the entire programme.

**Date:**

**Signature of the Student**

#### Recommendation of Dissertation Supervisor

Signature of Dissertation Supervisor with date

#### For Official Use

##### Recommendation of Department

Date of DMPC Meeting (held for Discussion of Case):

(i) Candidate has submitted the written consent of the faculty member/scientist of the Academic/Research Institution with whom the student will work towards Dissertation

(ii) Permission letter (on letter head) from the Academic/Research Institution where the candidate wish to join to carry out his dissertation work

Signature of Convener, DMPC

Date:

Signature of HoD

Date:

Recommendation that the Academic/Research institution from which the student has got the permission letter is reputed.

Signature of FI (Training)

Approved/Not Approved

Signature of Dean Academic  
Date:

Dean Academic for Notification and copy to concerned Organization/Department



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**Annexure: MPP-12**

**Clause 6.7**

### Permission for Availing Internship/ Apprenticeship/Off-campus

<b>Name of Student</b>		
<b>Roll Number</b>		
<b>Programme</b> (tick ✓ appropriate)	M Tech / M Arch / MSc / MBA	
<b>Department</b>		
<b>Previous Registration Detail</b>	Semester:	Date:
<b>Mobile and Email</b>	Mobile:	Email:
<b>CGPI and Credits earned</b>		
<b>Period of Leave</b>	From _____ to _____	

#### Declaration

I would like to join the Internship/Apprenticeship/Off-campus programme for the period ..... in the Organization/Institution.....

I hereby submit that I am not reprimanded, under disciplinary probation or expelled from the institute etc.

I submit that I have read and understood the rules which will be applicable to me during this period.

I also submit that I will register for the programme in every semester as per the registration procedure and report for presentation scheduled by the department from time to time.

I will not have any claim for financial assistance from the parent institute during this period. I also submit that I will avail this facility only once in the entire programme.

**Date:**

**Signature of the Student**

#### Recommendation of Dissertation Supervisor

Signature of Dissertation Supervisor with date

#### For Official Use

##### Recommendation of Department

Date of DMPC Meeting (held for Discussion of Case):

- Candidate has submitted the written consent of the person in the organization who can be appointed as Co-supervisor/ mentor
- A certificate from a person, who will act as co-supervisor/ mentor, that facilities are available in the organization to carry out the research work
- NOC/permission from the organization /Institution the candidate wish to join

Signature of Convener, DMPC

Date:

Signature of HoD

Date:

Recommendation that the organization is from which the student has got the internship/apprenticeship/Off-campus letter is reputed.

Signature of TPO

Approved/Not Approved

Signature of Dean Academic  
Date:

Dean Academic for Notification and copy to concerned Organization/Department



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**Annexure: MPP-13**

**Clause 6.6**

### Permission to Change the Programme Status from Full-time to Part-time

<b>Name of Student</b>		
<b>Roll Number</b>		
<b>Programme</b> (tick ✓ appropriate)	M Tech / M Arch	
<b>Department</b>		
<b>Previous Registration Detail</b>	Semester:	Date:
<b>Mobile and Email</b>	Mobile:	Email:
<b>CGPI and Credits earned</b>		

#### Declaration

I got an offer letter for the job which I would like to join. (copy of the appointment letter is attached here as a proof)  
I hereby submit that I am not reprimanded, under disciplinary probation or expelled from the institute etc.  
I submit that I have read and understood the rules which will be applicable to me during Part-time period.  
I also submit that I will register for the programme in every semester as per the registration procedure and report for presentation made by the department from time to time.  
I will not have any claim for financial assistance from the parent institute during this period. I also submit that I will avail this facility only once in the entire programme.

**Date:**

**Signature of the Student**

#### Recommendation of Dissertation Supervisor

Signature of Dissertation Supervisor with date

#### For Official Use

##### Recommendation of Department

Date of DMPC Meeting (held for Discussion of Case):

- Candidate has submitted the written consent of the person in the organization who can be appointed as co-supervisor/mentor
- Certificate from a person, who will act as co-supervisor/mentor, that facilities are Available in the organization to carry out the research work
- NOC/permission from the organization /Institution the candidate wish to join

Signature of Convener, DMPC

Date:

Signature of HoD

Date:

Approved/Not Approved

Signature of Dean Academic

Date:

Dean Academic for Notification and copy to concerned Organization/Department



**Annexure: MPP-14**  
**Clause 13**

**Application for Financial Assistance to Attend Conference**

To  
Dean Academic

Sir,  
Kindly grant me financial assistance and on-duty leave from.....to.....for.....days as I have to attend the International/National Conference.....to be held at.....for paper presentation. Further, it is submitted that **I have not availed any financial assistance facility of the institute earlier.**  
(The proof of acceptance of paper attached and front page of the paper).

Yours Obediently,

(Signature)

Name:

Registration Number

Recommendation by Dissertation Supervisor

For Official Use	
Recommendation of Department	
Signature of Convener, DMPC Date:	Signature of HoD Date:
Application Received On:	Signature of Dealing Assistant (Academic Section)
Signature of Dean Academic Date:	
Approved/Not Approved	Chairman Senate



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**Annexure: MPP-15**

**Clause 9.2.1**

**Evaluation of Dissertation by Department Evaluation Committee**

<b>Name of Student</b>	
<b>Roll Number</b>	
<b>Department</b>	
<b>Programme</b> (tick ✓ appropriate)	M Tech / M Arch / MSc
<b>Title of Dissertation</b>	
<b>Name of Supervisor</b>	
<b>Name of Co-Supervisor</b> (if any)	
<b>Specialization</b>	

**Dissertation Evaluation by Department Evaluation Committee**

Dissertation Evaluation ..... (Course Code)	Marks awarded / Maximum Marks
Mid Semester Evaluation	
End Semester Evaluation	

Name & signature  
(Other department)

Name & signature  
(Other department)

Name & signature  
(Department Examinee)

Supervisor

Chairperson

Name & signature  
(Other department Expert)

**Details of Marks and Grade Awarded**

Marks Awarded by Department Evaluation Committee in Mid Semester (30)	Marks Awarded by Department Evaluation Committee in End Semester (40)	Marks Awarded by Supervisor (30)	Total (100)	Grade	Remarks

**Forwarded by: Convener, DMPC**

**HoD**

Record to be retained in the Department and Grades shall be uploaded on result portal by Convener, DMPC



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Annexure: MPP-16

Clause 9.2.2

### Evaluation of Dissertation by Dissertation Evaluation Board

Name of Student	
Roll Number	
Department	
Programme (tick <input checked="" type="checkbox"/> appropriate)	M Tech / M Arch / MSc
Title of Dissertation	
Name of Supervisor	
Name of Co-Supervisor (if any).	
Specialization	

#### Dissertation Evaluation Report by Dissertation Evaluation Board (DEB)

General Features of the Dissertation	Remarks
Organization and Presentation	Good / Average / Poor
Does the dissertation embody any new ideas and the quality of the work is comparable with that in other Institutions of repute?	Yes / No
Corrections in punctuations, grammar, spelling or language	None/ Minor/ Require Changes
Strong/weak points of the dissertation and Suggestions (if any)	

#### Details of Marks Awarded by DEB

Particulars	Marks Awarded / Maximum Marks
Dissertation Oral Examination	(Max. Marks (40))
Research Publication*	(Max. Marks (15))
Total	(Max. Marks (40+15 = 55))

\*See the distribution of weightage given in the Ordinances while awarding the marks

Name & signature  
(External Examiner)

Name & signature  
(Department Examiner)

Name & signature  
(Other Department Examiner)

Supervisor

Submitted to Convener, DMPC

#### Details of Marks and Grade Awarded

Marks Awarded by Department Evaluation Committee in Mid Semester (25)	Marks Awarded by DEB as above (40+15 = 55)	Marks Awarded by Supervisor (20)	Total (100)	Grade	Remarks

Forwarded by: Convener, DMPC

HoD

Record to be retained in the Department and Grades shall be uploaded on result portal by Convener, DMPC





**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/Invigilator(s)/Member(s) of Observer Committee:**

1. Name of Examination : .....
2. Name of student : .....
3. Registration 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 conduct.

<u>Subject Code</u>	<u>Subject Name</u>

7. Date and time of incident : .....

8. Type of Unfair Means :

- i. Copying from the paper/material
- ii. Possessing materials leading to Unfair-means
- iii. Copying from the answer booklet of neighbouring student
- iv. Misbehaved with invigilator

Date.....

Signature and Full Name of the Instructor/Invigilator(s)/Member(s) of Observer Committee

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

I have read the report of the Instructor/Invigilator(s)/Member(s) of Observer Committee made against

me as given in column "A" and submit the following statements:

- (i) I undertake that this statement has been given by me under no pressure or fear.
- (ii) Do you agree with the report of the Instructor/Invigilator(s)/Member(s) of Observer Committee made against you? **Yes/No**
- (iii) If you agree with the report, then:
  - (a) What explanation have you to offer for possessing/using the unfair-means or for your misconduct/disorderly conduct as mentioned in the report?
  - (b) Have any other thing to say, by way of self-defence or clarification?
- (iv) If you do not agree with the report then give your explanation, if any, in your defence against the report of the Instructor/Invigilator(s)/Member(s) of Observer Committee.

**(Signature of Student)**

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

Statement of Witness, if any, in case the student denies the allegations of the Instructor/Invigilator(s)/Member(s) 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.

Name and Signature of Witness



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[An Institute of National Importance under Ministry of Education (Shiksha Mantralaya)]

**Annexure: MPP-18**

**Clause 14.5**

**Application for Mercy Appeal against Termination**

<b>Name of Student</b>		
<b>Roll Number</b>		
<b>Programme</b> (tick ✓ appropriate)	M Tech/ M Arch/ MSc / MBA	
<b>Department</b>		
<b>Semester</b>		
<b>Mobile and Email</b>	Mobile:	Email:
<b>Reasons of Mercy</b> (Attach Proof)		

<b>Date:</b>	<b>Signature of the Student</b>
--------------	---------------------------------

Recommendation of the Convener, DMPC:

Signature with date

Remarks of HoD:

Signature with date

Observations of Chairperson, SMPC:

Signature with date

Decision of Chairman Senate

Signature with date



## राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर

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**Annexure: MPP-19**  
**Clause 6.3**

### Application for Adding and Dropping/Changing of Elective Course(s)

<b>Name of Student</b>		
<b>Roll Number</b>		
<b>Department</b>		
<b>Programme (Specialization)</b>		
<b>Present Semester</b>		
<b>Mobile and Email (of the Student)</b>	Mobile:	Email:
<b>Reasons of Changing the Course(s)</b>		

#### Declaration

I would like to replace my **Course Code:** ..... **Course Name:** .....  
opted as Institute Elective/Open Elective/ Programme Elective Course(s) by another Course having **Course Code:** .....  
**Name of the Course:** .....after taking the consent of both older as well as new course  
instructors teaching those courses.

**Date:**

**Signature of the Student**

**Consent of Older Course Instructor**

**Consent of New Course Instructor**

Signature of Course Instructor  
Date:

Signature of Course Instructor  
Date:

#### For Official Use

##### Recommendation of Department

Recommended by

Signature of Convener, DMPC  
Date:

Signature of HoD  
Date:

Application Received on:

Signature of Dealing Assistant (Academic Section)

Approved by

Dean Academic



**Annexure: MPP-20**  
**Clause 9.3**

**Similarity Index Certificate**

**Title of the Thesis** :  
**Name of Scholar/s** :  
**Supervisor** :  
**Department** :

I, ..... Roll No.....certify that I have not used any unethical method such as using images of the Text, Inserting junk text with small fonts and white font colour etc. in the Thesis/dissertation submitted by me for the Similarity Index Certificate. I am aware that if any such thing is found in my Thesis/dissertation my degree may be cancelled at any stage i.e. even after completing my course.

Roll No. of the student .....Signature of the Student .....

I/We ,.....  
Certify that I/we have gone through the Thesis/dissertation using the "Text Only Report" option provided by the Turnitin and have not found any irrelevant text in the Thesis/dissertation send by student for Similarity Index Certificate.

Signatures of the Supervisor(s) .....

The Thesis/dissertation provided by the supervisor of the student has been uploaded on the .....  
The outcome of the above Thesis after scanning for similarity detection is given below:

Software used: .....	Date:	Submission ID:
Similarity Index:	Total Pages:	Total Word Count:

The complete report as generated by the software is submitted for review by the Supervisor.

**Date:** ..... **Signature of Supervisor(s)** .....

The similarity index is below accepted norms OR above the accepted norms, because of the following reasons:  
-----  
-----  
-----

The complete report of the above Thesis has been reviewed by the undersigned and forwarded to the academic section for further action please.

**Signature of Supervisor(s)**



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{Department of -----}

---

**Annexure: MPP-21**  
**Clause 9.3**

### Certificate of Dissertation Submission

This is to certify that Mr (Name of the Student-----) Roll No. -----student of M Tech/M Arch/MSc ----- (Specialization ----- ) has submitted his Dissertation entitled “-----” in the department of ----- of NIT Hamirpur on dated ----- . The evaluation of the M Tech/ M Arch/ MSc Dissertation will be conducted in due course of time.

Convener, DMPC  
Department Name  
NIT Hamirpur

HoD  
Department Name  
NIT Hamirpur



## General Guidelines for Dissertation Writing

### Format of Dissertation

#### 1. Title Pages

- Outer title page
- Inner title page
- Copyright(*on reverse side of inner title page*)

#### 2. Preliminary Pages (page i, ii, iii, ...)

- Candidate's declaration
- Acknowledgements
- Abstract
- Contents
- List of figures
- List of tables
- List of abbreviations
- List of symbols

#### 3. Main body pages (1, 2, 3, ...)

- Introduction
- Literature Review

- Design, Setup and Methodology
- Results and Discussion
- Conclusions and Scope for Future Work
- Research Publications, if any.
- References
- Appendices

### **Description of Different Sections of the Dissertation**

#### ***General guidelines***

- ✓ Times New Roman font of size 12 must be followed consistently throughout the report
- ✓ 1½ space throughout the text on both side of the paper
- ✓ Margins: Left - 38 mm, Right – 25 mm, Top – 25mm, Bottom – 25mm
- ✓ Paper size: A4
- ✓ Units and symbols should conform to the international system of units
- ✓ Avoid the use of jargon, nouns as adjectives, split infinitives, improper matching of subjects and verbs, changes of tense in mid-paragraph and redundancy and verbosity. More errors in spelling or typography leave an impression of carelessness on the examiners

#### **Abstract**

This section will contain statement of the problem, methods of investigation, major findings and main conclusion.

#### **Introduction**

This chapter will contain general introduction, scope of the work, objective of the study and chapter outline.



### **Literature Review**

This chapter will contain a critical review of the literature, pertinent theory, experiment and the importance of the chosen problem.

### **Design, Setup and Methodology**

The reporting on design, setup and methodology shall be presented in one or more chapters with appropriate chapter titles. Due importance shall be given to experimental setups, procedures adopted, techniques developed, methodologies developed and adopted.

### **Results and Discussions**

- ✓ Brief description of the methodology, primarily the experimental design
- ✓ The text should describe the results
- ✓ The figure and table legends contains
  - Short title
  - Description of the symbols, if applicable
  - Description of the statistics used, if applicable
- ✓ The figure or table and their legend should appear on the same page
- ✓ Avoid repeating a description of the results – keep the description of the results in the body of the results section and not in the figure or table legend
- ✓ Emphasize the most important contributions of the Dissertation. The discussion must not merely recapitulate results or review the literature
- ✓ It is essential to discuss the contribution of the Dissertation in relationship to the literature and to assess the significance of the findings

### **Conclusions**

This chapter contains the major findings, main conclusions and future scope, if any.

### **References**

There must be only one reference list for the entire document in the order of citation in the body of the Dissertation. Preferably use IEEE format for references.

## **Appendices**

This section may contain tables and figures of data that are necessary to show but that are not part of the main document.

## **Auxiliary Format**

### **Binding**

The evaluation copies of the Dissertation may be spiral bound or soft bound. The final soft bound copies, to be submitted after the oral examination, will be accepted during the submission of Dissertation with the following specification:

### **Front and Back Covers' Colour**

Light Blue (Photo Glossy Paper)

### **Over Lettering**

Front: Black colour

## **Chapter 1** (*Font size 20, Times New Roman, Italic, 5cm from top*)

### **Title of the Chapter** (*Font size 20, Times New Roman, Bold*).

**Section** (*Font size 16, Times New Roman, Bold*) One line spacing (one enter before section title) before section title.

**Subsection** (*Font size 14, Times New Roman, Bold*) One line spacing (one enter before section title) before sub section title.

**Subsubsection** (*Font size 12, Times New Roman, Bold*) One line spacing (one enter before section title) before sub section title.

Entire write up should be in Times New Roman, Font size 12, with line spacing 1.5 and should be justified.

**Page layout** – left margin – 3.8cm, top margin – 2.5cm, Bottom – 2.5cm, right margin – 2.5cm.

Pages containing title of the chapters should have top margin – 5cm

Spacing between Chapter No. and chapter title should be 2.5cm (approx. 3 line spacing)

Spacing between Chapter title and text should be 2cm (approx. 2.5 line spacing)

**Note: (i) Final Printing should be on a A4 good quality paper. (ii) Every Chapter should start from new page** (preferably from the right hand side page).

**References** - (*Font size 16, Times New Roman, Bold, International format may be followed as to their branch/specialization*) Entire reference list should be typed in single line spacing (*IEEE format example listed below*).

[1] M. M. Sondhi and D. A. Berkley, "Silencing Echoes on the Telephone Network," *Proceedings of the IEEE*, vol.68, no.8, pp. 948-963, 1980.

[2] J. Benesty, T. Gansler, D.R. Morgon, M.M. Sondhi, and S.L. Gay, "Advances in network and acoustic echo cancellation", Springer-Verlag, 2001.

[3] J. Benesty, Y. Huang *Adaptive Signal Processing Applications to Real World*

*Problems*, Springer-Verlag, 2003.

- [4] J. Benesty, D. R. Morgan, and M. M. Sondhi, “A better understanding and an improved solution to the specific problems of stereophonic acoustic echo cancellation,” *IEEE Trans. Speech Audio Processing*, vol. 6, pp. 156–165, Mar. 1998.
- [5] M. M. Sondhi, D. R. Morgan, and J. L. Hall, “Stereophonic acoustic echo cancellation—An overview of the fundamental problem,” *IEEE Signal Processing Lett.*, pp. 148–151, Aug. 1995.
- [6] Andrew Dowd, Chuck Farrow, “A DSP Echo Cancellation Algorithm : *Abstraction to implementation*,” [http://www.mathworks.com/programs/release13/AEC\\_paper.pdf](http://www.mathworks.com/programs/release13/AEC_paper.pdf).

M.Tech.  
Dissertation

Name of the Candidate

Month  
Year

Title of Dissertation

M Tech/M Arch/MSc  
Dissertation

by  
Student Name



Name of the Department  
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR  
HAMIRPUR, HIMACHAL PRADESH – 177 005 (INDIA)

Month, Year

**Title of the Dissertation**

A Dissertation

*Submitted in partial fulfillment of the  
requirements for the award of the degree*

*of*

**Master of Technology/ Master of Architecture/ Master of  
Science**

*by*

**Name of the Candidate**

**(Registration Number: Candidate's Registration Number)**

*Under the guidance  
of  
Supervisor(s) Name*



**Name of the Department**

**NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR**

Hamirpur (Himachal Pradesh) – 177 005

Month, Year

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### Candidate's Declaration

We hereby certify that the work which is being presented in the Dissertation titled “**Title of Dissertation**” in partial fulfillment of the requirements for the award of the Degree of M Tech in **Department Name** (Specialization Name) and submitted in the “**Name of the Department**”, National Institute of Technology Hamirpur, is an authentic record of my own work carried out during a period from “Starting Month Starting Year to End Month End Year” under the guidance of “**Supervisor(s) Name**, Supervisor(s) Designation, Name of the Department”, National Institute of Technology Hamirpur.

The matter presented in this Dissertation report has not been submitted by me for the award of any other degree of this or any other Institute/University.

Signature of candidate  
(Name of the Candidate)

This is to certify that the above statement made by the candidate is correct to the best of my knowledge.

Date: Signature of Supervisor(s)

The Viva-Voce Examination of Dissertation has been held on .....

Signature of External Examiner

Signature of Supervisor(s)

Signature of Head of Department