

NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA
M. TECH. RULES AND REGULATIONS

1. GENERAL

- 1.1 The National Institute of Technology Agartala, awards the degree of Master of Technology (M. Tech) in Engineering to those who have successfully completed the stipulated Post-graduate Masters Programme.
- 1.2 The Post-graduate Masters Programme with the governing rules and regulations are formulated by the Board of Governors(BOG) of the institute on recommendation of Senate. The BOG can modify or change the structure, the governing rules and regulations from time to time.
- 1.3 A candidate becomes eligible for the award of the M. Tech. degree after fulfilling all the academic requirements prescribed by the Senate of the Institute.

2. CATEGORIES OF M. TECH. STUDENTS

The Institute admits M. Tech students under the following categories:

I). REGULAR (FULL-TIME)

These are students who work full time for their M. Tech. Programme. They may receive assistantship from the Institute or any other recognized funding agency or may be self financed.

SPONSORED (FULL-TIME) STUDENTS

A candidate in this category is sponsored by a recognized organization for doing M. Tech in the Institute on a full time basis. He/She should have at least two years of working experience in the respective field. He/She will not receive any financial support from the Institute. Sponsorship letter (Form I) should be attached with the application.

PROJECT STAFF

This category refers to candidates who are working on sponsored projects in the Institute and admitted to the M. Tech. Programme. The duration of the project at the time of admission should be at least 2 years. This category of students may be registered on a full-time or a part-time basis.

PART-TIME STUDENTS

This category refers to the candidates who are locally and professionally employed personnel, who can attend classes at the Institute while employed. These candidates should be able to attend regular classes as per the schedule of the Institute.

The applicant must be a regular employee of a recognized R & D organization, national institute, governmental organization or industry with at least two years of experience at the time of admission and be engaged in professional work in the discipline in which admission is sought. The Institute will provide no financial assistance to such students.

A No Objection Certificate from the Head of the Institution/Organisation in which he/she is employed (Form-II) must be enclosed at the time of application.

V. INSTITUTE EMPLOYEES

Institute employees may be sponsored as part-time students by the Director, on recommendation of the Head of the Department of the employee's Department.

3. MINIMUM QUALIFICATIONS

Students for admission to the M.Tech. Programme in Engineering Departments must satisfy the following criteria:

- (i) Bachelor's degree in Engineering/Technology or equivalent in an appropriate area, or an MCA(for the Department of CSE) with at least 60% marks or equivalent (CPI of 6.5) for General/ OBC category students and 55 % marks or CPI of 6.0 in case of SC/ST category of students.
- (ii) Valid GATE score for Regular (full-time) students for receiving Institute Assistantship only.

Departments may specify additional requirements over and above these minimum requirements.

4. ADMISSION PROCEDURE

- 4.1 Admission to the M. Tech. Programme of the Institute will normally be in the months of July every year. For admission an advertisement will be issued in the month of April/May.

year.

- 4.3 The applicants who have completed or are likely to complete all the examinations including the thesis oral examination, viva etc of the qualifying degree by the date of admission to the programme may be considered for admission; however, if admitted, they must produce the evidence of their having passed the qualifying degree examination with the specified minimum marks/CPI (as specified in clause 3) within 8 weeks of the beginning of the semester, failing which their admission is liable to be cancelled.

- 4.4 Candidate(s) whose selection is (are) approved by the Chairman, Senate will be admitted to the M. Tech. Programme of the Institute after payment of the prescribed fees.

5. FINANCIAL SUPPORT

Students admitted to the M. Tech. Programme will be considered for assistantships, fellowships, tuition fee waiver, etc. subject to the following norms:

- 5.1 A student must have a valid GATE score at the time of admission.
- 5.2 Students receiving assistantship from the Institute or from any other funding agencies will be required to perform academic duties assigned to them by the departments as per rules in force from time to time.
- 5.3 The continuation of the assistantship/fellowship will be subject to satisfactory performance of the duties assigned by the department and satisfactory progress in the post-graduate programme.
- 5.4 Financial assistance will normally be for a period of two years.
- 5.5 No financial assistance from the Institute will be available to part time students. Project staff will get funding from projects as per rules but will not get any additional assistance from the Institute.
- 5.6 Only those students who are registered in a semester in the post-graduate programme shall be entitled to scholarships. The students on leave longer than the specified period under the leave rules, and those who are not registered, are not entitled to scholarship.
- 5.7 The number and amount of assistantship will be fixed on availability of funds.
- 5.8 Institute Tuition fee waiver will be as per decisions of the authority from time to time.

6. LEAVE RULES

- 6.1 An M.Tech student is eligible for 30 days of leave in an Academic Year and Concerned H.O.D. is the sanctioning authority.
- 6.2 Absence without obtaining prior sanction of leave will be considered as an act of indiscipline and shall entail reduction of scholarship on a pro rata basis, besides any other action that may be decided by the Institute.
- 6.3 Any absence over and above the prescribed limit of admissible leave shall entail deduction from the scholarship, besides other actions as may be decided by the Institute.

7. COURSE STRUCTURE:

- 7.1 The total course package (Appendix-I) for a P.G. Degree Programme will typically consist of the following components.
- | | |
|--|--------------|
| (a) Core Courses | ≥ 28 Credits |
| (b) Elective Courses | ≥ 12 Credits |
| (c) Mandatory Learning courses
(Seminars, Laboratory Viva voce) | = 07 Credits |
| (d) Major Project | = 28 Credits |
- 7.2 The Departmental Post Graduate Committee (DPPC-Appendix-II) will discuss and recommend the exact credits offered for the programme for the above components 'a' to 'd' (in the range of 75-83); the semester-wise distribution of the courses and credits, as well as the syllabi of all postgraduate programmes offered by the department from time to time shall be finalized by the DPPC before sending the same to the Board of Post Graduate Studies (BPGS -Appendix-II). The BPGS will consider the proposals from the departments and make recommendations to the Senate for consideration and approval.
- 7.3 Teaching for the course shall be reckoned in credits, as specified against each subject.
- 7.4 In order to qualify for a post graduate degree of the Institute a student is required to complete all the credits specified in the scheme of instruction for that programme as approved by the senate from time to time.
- 7.5 The curriculum for a course shall comprise core subjects, elective subjects, seminars, Laboratory and major project followed by project viva voce. The list of elective subjects may include subjects from allied disciplines also.

8. ACADEMIC CALENDAR:

- 8.1 The academic year is divided into two semesters.
- 8.2 The senate shall approve the schedule of academic activities for an academic year including the dates of registration, Mid semester and End semester examinations, which shall be referred to academic calendar of the year. Each semester will normally be of 18 weeks, which includes End semester examination.
- 8.3 Academic calendar declared by the Senate in the beginning of a semester shall also fix Fest dates during which all the co-curricular and extra-curricular programmes like Technical seminars / Spring Spree / Institute Fest / etc. must be organized.

9. RESIDENTIAL REQUIREMENT:

The Institute is essentially a residential one and unless otherwise exempted/permitted, every student shall be required to reside in and be a boarder of one of the halls of residence and mess to which he/she is assigned. **However, Presently No student will be allowed to stay at Hostel due to the inadequate Hostel Rooms.**

10. ATTENDANCE:

Attendance in all classes (lectures/tutorials, laboratories, workshops etc.) is compulsory. A student may be debarred from appearing at an examination on grounds of unsatisfactory attendance.

- 10.1 Minimum required attendance in each theory / laboratory course is 75 % for appearing at the mid/end semester examination.
- 10.2 Absence without obtaining sanction of leave will be considered as an act of indiscipline and shall entail deduction from scholarship on pro - rata basis.

11. REGISTRATION:

- 11.1 Every student of the PG courses is required to be present and register at the commencement of each semester on the day fixed for and notified in the Academic calendar.
- 11.2 The registration will be organized departmentally under the supervision of the Head of the Department/ Coordinator of a PG Programme.
- 11.3 A student, who does not register on the day announced for the purpose may be permitted, in consideration of any compelling reason, late registration within the next three working days on payment of a prevalent additional late fee as prescribed by the Institute. Normally no late registration shall be permitted after the third working day from the scheduled date.
- 11.4 Only those students will be permitted to register who have (a) Cleared all Institute, library, conveyance and Hostel dues of the previous semesters, (b) Paid all required prescribed fees for the current semester, and (c) Not been debarred from registering for a specified period on disciplinary or any other ground.
- 11.5 The students will choose the subjects for registration in consultation with the Faculty Advisor (Appendix-III). The students may also consult the Head of the Department / Centre and other teachers.
- 11.6 A student of M. Tech may be allowed to become non-resident on the recommendation of the Faculty Advisor and the Head of the Department/ Centre and with the approval of the Dean of Academic Affairs after he/she has completed successfully two semesters of the course work continuously. A student so permitted may submit his/her dissertation later, provided that in such a case the project work must be completed and the dissertation submitted within 5 years of his/her date of admission. Provided further that:
 - (a) He communicates in writing to the Head of the Department / Centre by the end of preceding June his/her intention to submit the dissertation.
 - (b) Before submission of the dissertation he delivers a seminar talk on a date to be fixed by the Head of the Department / Centre, clears all outstanding dues, if any, to the Institute or to the Hall of Residence and also pays an additional re-admission fee as prescribed by the Institute.
 - (c) The assessment of the dissertation and the conduct of the viva-voce thereon will be arranged by the Head of the Department / Centre along with those of other regular students of the current semester.
- 11.7 A student withdrawing himself/herself, under the provisions of Para 11.6 above, before the prescribed date for submission of dissertation shall not be allowed to submit his/her dissertation along with other students of his/her batch.
- 11.8 Students who discontinued their studies without prior permission before completing the course work of the First and Second semesters shall be deemed to have abandoned his/her studies and their names will be struck off the rolls of the Institute with effect from the date of absents from the classes. A student who leaves the Institute without prior permission even after completing the Second semester shall also be treated to have discontinued and will be liable to similar action.
- 11.9 The permanent faculty member of NITA may be permitted to do the 4-semester programme in staggered manner and the whole course of studies and project work within a maximum period of five years counted from the year of admission.
Provided that:

- (a) He/she must submit an application in prescribed form in advance for such permission and must not leave the Institute before, it is granted.
 - (b) He will be required to pay the prescribed tuition fees for retention of his name on the roll.
 - (c) A student seeking permission under this Para shall be required to follow the procedure laid down by Para 11.6 above.
- 11.10 A student who has already registered may
- (a) Register for a new subject in addition to the subjects he/she has already registered for
 - (or)
 - (b) Opt for a new subject in place of the one already registered for, with the concurrence of the faculty advisor.
- Any change of the subject as permissible by sub-para (a) and (b), above must however, be done within one week of registration and the conditions laid down in Para 7.6 above must be fulfilled.

12. ASSESSMENT OF ACADEMIC PERFORMANCE:

- 12.1 There will be continuous assessment of the performance of students throughout the semester and grades will be awarded by the subject teacher/ DPPC.
- 12.2 Each theory subject in a semester is evaluated for 100 marks, with the following weightages

<u>Sub-component</u>	<u>Weightage</u>
Continuous evaluation	20%
Mid-semester Examination	30%
End-semester Examination	50%

- 12.3 The mid-semester examination will be conducted after 7 or 8 weeks of instruction.
- 12.4 For assigning marks in continuous evaluation, surprise test / assignment / quiz etc. may be conducted.
- 12.5 The mode and nature of the evaluation must be intimated to the students at the beginning of the semester along with the lecture schedule.
- 12.6 Each laboratory course may be evaluated on the basis of Continuous evaluation (Lab report, Viva, Quiz, Lab test, etc.).
- 12.7 The numeric marks obtained in each course will be converted to letter grades.
- 12.8 A Seminar Assessment Committee will be formed by the Head of the Department / Centre for the evaluation of performance of students at Seminars. Every student who registers for 'Seminar' is expected to attend all the seminars of all the students of the batch held in the Department / Centre during the semester. Due weightage will be given to a student's attendance in the overall evaluation of this requirement.

13. PROJECT & THESIS AND ITS EVALUATION:

- 13.1 Thesis supervisor(s) for a student will be appointed from amongst the faculty members of the NIT Agartala. Departments will evolve modalities for appointing of supervisors keeping in view the students' aspirations and faculty interest. The DPPC will co-ordinate this activity and will formally communicate the appointment of thesis supervisor(s) of a student to the Academic Section. No change/addition of Supervisor(s) is allowed after the thesis has been submitted to the academic section. In case there has been a change/addition in the Supervisor(s) the thesis will be submitted not earlier than three months from the date of communication of such change/addition to the academic section. No student once registered for thesis/project units will be allowed to continue the programme without a Thesis Supervisor having been appointed by the DPPC. No student will have more than two supervisors. No change in thesis supervisor(s) will be allowed without the consent of the DPPC. In exceptional cases, with prior approval of the Chairman, Senate on the recommendation of the DPPC, a student may be allowed to have a co-supervisor from outside the institute.

- 13.2 Thesis/Project Oral Examination Committee(thesis assessment committee):

The thesis/project will be examined by an oral examination committee consisting of the following members:

- a) Supervisor(s)
- b) One external expert
- c) One expert from another department
- d) One expert from the concerned department.

The oral examination committee shall be coordinated by either Supervisor or in his absence by the departmental programme coordinator. The committee shall be approved by Dean, Academic on recommendation from the Head of the Department.

- 13.3 The Convenor, DPPC will submit to the academic section for approval of the Dean(Academic) the names of the thesis/project examiners on the prescribed form, at least two weeks before the submission of the thesis. Unbound typed copies of thesis/project one for each examiner prepared according to the prescribed format available in the academic section will be submitted at least one week before the probable date of the oral examination. The oral examination will be held within two months from the date of submission of the thesis/project. If however the student does not make available for the

examination his/her programme will be deemed to have been terminated. Request for revival of the programme by such a student should be addressed to the Chairman, Senate.

The Department will record the date of submission of the thesis/project and arrange to send the thesis to the examiners. The supervisor/programme co-ordinator will inform the examiners of the date of the oral examination and send a copy of the academic section. The thesis/project will be evaluated and the Oral Examination conducted by the Committee and report will be submitted to the convenor, DPPC. The report will be communicated by the Convenor, DPPC through the Head to the academic section for record and necessary action.

On successful completion of the Oral Examination, each student will be required to submit one bound copy of the thesis/project each to the academic section, department, central library and the Thesis Supervisor(s).

13.4 Acceptance/Rejection of the Thesis/Project

A thesis/project will be considered to have been accepted if all members of the committee recommend its acceptance. Otherwise thesis/project will be considered to have been rejected. If a thesis/project is a rejected along with a recommendation by the Committee for resubmission after incorporating and modification/correction suggested by the Committee, oral examination for the re-submitted thesis/project will be conducted by the same Committee unless otherwise approved by the Dean(Academic). If the resubmitted thesis/project is rejected, the matter will be reported to the Senate for appropriate action. Acceptance of thesis/project will be reported to the Senate for approval.

13.5 Total 28 credits are assigned to the thesis/project work carried out by a student. Out of total credits of thesis/project work, 8 Credits will be evaluated at the end of the III semester and 20 credits will be evaluated at the end of the IV semester as per academic calendar. For the purpose of assessment, the performance of a student in the project work may be divided into the following subcomponents.

i) a) Assessment by Supervisor (project work)	-	50 %
b) Assessment by the thesis assessment committee of the Department (Seminar)	-	20%
c) External examiner	-	30%

13.6 External examiner may be from inside or outside the Institution.

13.7 The project supervisor will periodically review the progress of the student and finally give his assessment of the work done by the student.

13.8 The thesis assessment committee(Thesis/project oral examination committee) of the department will be constituted. It will assess the performance of the candidate when the candidate presents his/her thesis work in the form of a seminar.

13.9 Extension of project work beyond the deadline of submission in very special cases may be granted by the Dean (Academic) on recommendation of the department / center for a maximum period of 3 months. The viva-voce will have to be completed within the extension period. The student shall not be eligible either for award of scholarship during the extension period or any medal / prize. However, if the student had been absent on medical grounds and his / her project had been extended, he / she will be eligible for award of medal or prize.

14. EVALUATION - Grading System:

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

<u>Letter Grade</u>	<u>Performance</u>	<u>Grade point%</u>
S	Excellent	10
A	Very good	9
B	Good	8
C	Fair	7
D	Average	6
P	Pass	5
F	Fail	0

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

I	-	for "incomplete assessment".
W	-	for "withdrawal from the course"
R	-	for "insufficient attendance in the course"
X	-	for "debarred".

- 14.2 A semester Grade Point Average will be computed for each semester. The SGPA will be calculated as follows:

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

Where C_i = Credit for the course.

GP_i = the Grade Point obtained for the course and the summation is over all the courses taken in that semester and n is the number of subjects registered for the semester.

- 14.3 Starting from II semester a Cumulative Grade Point Average (CGPA) will be computed for every year student at the end every semester.

The CGPA would give the cumulative performance of the student from the first semester upto the end of the semester to which it refers and calculated as follows.

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

Where m = total number of semesters under consideration.

C_i = total number of credits registered for during a particular semester

S_i = SGPA of that semester.

- 14.4 The CGPA, SGPA and the grades obtained in all the subjects in a semester will be communicated to every student at the end of every semester.
- 14.5 Both SGPA and CGPA will be rounded off to the second place of decimal and recorded as such. Whenever these grade point averages are to be used for the purpose of determining the inter se merit ranking of a group of students, only the rounded off values will be used.
- 14.6 The minimum SGPA requirement for continuing in the M. Tech. Programme is 6.0. However, M. Tech student securing a CGPA between 5.5 and 6.0 may be allowed to continue in the following semester on the recommendation of the DPPC (Departmental Postgraduate Programme Committee) and on approval of Chairman of SENATE. Students who secure a SGPA below 6.0 in two consecutive semesters will not be allowed to continue in the postgraduate programme. Students must obtain a minimum SGPA of 6.0 in order to graduate. In the first semester in which the student registers the minimum CGPA (SGPA) requirement can be relaxed to 5.5.
- 14.7 When a student gets the grade 'I' for incomplete assessment for any subject(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated ignoring this (these) subjects. After the 'I' grade(s) has (have) been converted to appropriate grades, the SGPA and CGPA for the semester will finally be recalculated after taking into account these grades.
- 14.7 When a student gets the 'F' grade in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only 'zero point' for each such 'F' grade. After the 'F' grade has been substituted by better grades during a subsequent semester, the SGPA and CGPA of all the semesters starting from the earliest semester in which the 'F' grade has been updated will be recomputed and recorded to take this change of grade into account.

15. EXAMINATIONS:

- 15.1 In keeping with the policy of continuous assessment, in the case of theoretical subjects, there will be mid-semester examination in about the middle of the semester and an end-semester examination at the end of the semester. Normally, there will be no end-semester examination in the practical (i.e. Laboratory, Workshop etc.). However, if any-test or final examination in Laboratory/Drawing/Workshop is held, its weightage should conform to para 11.3.
- Students will be permitted to appear in the examinations of only those subjects for which they have registered themselves in the beginning of a semester.
 - The semester examination will carry specified weightage for the purpose of award of grades vide para 12.2 above.
- 15.2 A student will be required to discontinue studies if the SGPA / CGPA computed at the end of any semester falls below 6.0, even after taking into consideration the results of the supplementary examination.
- 15.3 The institute scholarship of a student will be withheld in case a student fails in any subject. It will be restored only if SGPA / CGPA is at least 6.0 AND there is no F grade following the supplementary

examination. The student may however, continue without scholarship after supplementary examination with F grade / grades subjected to condition in Para 12.2 above.

- 15.4 In supplementary examination the student will be given one grade lower than the actual performance grade except in the case of Grade 'P' which will remain unchanged. The student will apply in a prescribed form together with necessary fees in order to appear in the supplementary examinations.
- 15.5 Students with F grades also have an option to re-register for the subject (s) in which they had failed in the even or odd semester as when they are offered. In such a case they will be entitled to full credit according to performance at the examination.
- 15.6 A student whose performance in any of the parts of the project work has been unsatisfactory, may be assigned additional work on the same problem or assigned a new problem. If the student is assigned additional work the student will have to complete the work and appear at the viva-voce as per the academic calendar fixed by the senate. If the student is assigned a new problem on account of any reason, the student will have to submit the dissertation and complete the viva-voce by December 31 of that calendar year. The student will not be eligible for scholarship during the extended period of his stay but will have to pay project semester fees during the extended period of stay.

16. THE 'INCOMPLETE' GRADE 'I' AND INSUFFICIENT GRADE 'R'

- 16.1 The grade 'I' may be temporarily given to a student who is unable to appear in the end-semester examination because of:
- (a) Illness or accident, which disables the student from appearing in the examination. This must be duly certified by the Institute Medical Officer.
 - (b) A calamity in the family at the time of the examination which, in the opinion of the Head of the Department / Centre and Dean of Students Affairs required the student to be away from the campus.
- 16.2 If a student is unable to appear at a mid-semester examination for any of the compelling reasons mentioned above, the teacher (s) concerned may use discretion, and take a test with same weightage.
- 16.3 A student who has been awarded grade 'I' in a subject in the end-semester examination shall have the option to either:
- (a) Appear at a supplementary examination to be held by the Department by filling in the application in prescribed form together with payment of necessary fees. In the supplementary examination the student will be awarded one grade lower than the actual grade obtained from the performance in the examination, except in the case of grade 'P' which will remain unchanged. (OR)
 - (b) Re-register for the subject in the subsequent semester in which it is offered. In such case the student is entitled to full credit in accordance with the performance.
- No supplementary examination will be held in laboratory subjects. The student has to re-register during a regular semester.
- 16.4 A student who has insufficient attendance shall be awarded grade 'R'

17. GRADUATION REQUIREMENTS:

- 17.1 In order to qualify for a P.G. degree of the institute, a student must
- (a) Have complete all the credit requirements for the degree, as prescribed by the senate, with grade 'P' or a higher grade in each of the subjects etc. for which the student registered in all the semesters.
 - (b) Have obtained a CGPA of 6.00 or more at the end of the semester in which the student completes all the requirements (including the dissertation), for the degree.
 - (c) A student who has qualified for the degree will be admitted to it only after the student has cleared all Institute and Hall dues, if any, outstanding against the student, has returned all library books borrowed by the student and also returned instruments, Department / Centre library books etc. in good condition.

18. DISCIPLINE

- 18.1 Students shall conduct themselves within and outside the precincts of the Institute in a manner befitting the students of an institution of national importance.
- 18.2 As per the order of the Hon'ble Supreme Court of India, ragging in any form is banned: acts of ragging will be considered as gross indiscipline and will be severely dealt with.
- 18.3 The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
- a) Ragging

- b) Lack of courtesy and decorum; indecent behaviour anywhere within or outside the campus.
- c) Willful damage or stealthy removal of any property/belongings of the Institute/Hostel or of fellow students.
- d) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
- e) Mutilation or unauthorized possession of library books.
- f) Noisy and unseemly behaviour, disturbing studies of fellow students.
- g) Hacking in computer systems (such as entering other person's area without prior permission, manipulation and/or damage of computer hardware and software etc.)
- h) Any other act of gross indiscipline.

Commensurate with the gravity of the offence, the punishment may be reprimand, fine, expulsion from the hostel, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.

- 18.4 For an offence committed in (a) a hostel (b) a department or in a classroom and (c) elsewhere, the Warden, the Head of the Department and the Dean of Student's Affairs, respectively, shall have the authority to reprimand or impose fine.

All cases involving punishment other than reprimand shall be reported to the Chairman, Students Disciplinary Committee.

- 18.5 All major acts of indiscipline, which may have serious implications on the general body of students, and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Students Disciplinary Committee, appointed by the SENATE.

- 18.6 Cases of adoption of unfair means in an examination shall be reported to the Dean of Academic Affairs for taking appropriate action.

- 18.7 In the event of a major punishment, the aggrieved party shall have the right to appeal to Chairman, SENATE.

Students are expected to observe norms of good behavior, rules and regulations prescribed and orders issued by the university authorities of the Institute from time to time.

19. TEMPORARY WITHDRAWAL:

- 19.1 A student who has been admitted to M.Tech. program may be permitted to withdraw temporarily for a period of one semester or more from the Institute on account of prolonged illness / acute problem in the family provided that:

(a) The student applies to the Institute within 15 days of commencement of the semester or from the date of last attended the classes stating fully the reasons for such withdrawal together with supporting documents and endorsement of the father / guardian.

(b) The institute is satisfied that, inclusive of the period of withdrawal, the student is likely to complete all the requirements for the degree within 5 years of admission to the program.

(c) There are no outstanding dues or demand from the Institute / Department / Centre / Hall of Residence / Library.

- 19.2 A student who has been granted temporary withdrawal under provisions of clause 19.1 will be required to pay tuition fee and other fees for the current semester registration when the student rejoins the program.

- 19.3 A student shall be granted only one such temporary withdrawal during the program.

20. RELAXATION:

The Senate may, under exceptional circumstances, consider any case of a student having a minor deficiency in respect of any of the requirements stated in these regulations and relax the relevant provision of these regulations on the merit of the case. The grounds on which such relaxation is granted shall invariably be recorded and cannot be cited as precedence.

21. DEBAR OF A STUDENT:

A student may be debarred from attending the end semester examinations/registering from the courses in a semester on grounds of indiscipline/malpractices in the examinations. In such cases, he/she is awarded 'X' grade as a transitional grade.

FORM I – SPONSORSHIP LETTER

(This should be typed on the letter head of the sponsoring organization)

Reference No.

Date:

To

The Director
National Institute of Technology Agartala
Agartala-799 055.

Sub: Sponsoring an Employee for M. Tech. Programme

Dear Sir,

We hereby sponsor the candidature of Mr./Mrs./Ms.
who is an employee in our organization, for joining M. Tech. Programme in
..... at your Institute as a full-time students.

We shall relieve him/her of his/her duties in the organization during the two years of the M. Tech.
Programme (01-08-2008 to 31-07-2010).

**Signature and seal of the
Sponsoring Authority**

FORM II – No Objection Certificate for Part-Time students

(This should be typed on the letter head of the sponsoring organization)

Reference No.

Date:

To

The Director
National Institute of Technology Agartala
Agartala-799 055.

Sub: No Objection Certificate

Dear Sir,

We have no objection if Mr./Mrs./Ms. an employee in our organization, is
admitted to the M. Tech. Programme in at your Institute as a part-time student .

We shall give him/her leave of absence to attend class work at NIT Agartala during two years of the M. Tech.
Programme.

**Signature and seal of the
Sponsoring Authority**

Appendix I
Post-Graduate Courses

1. **Course Number**

Each Post-graduate Course will have a unique number consisting of two parts. The first part will consist of a code to identify the department/programme which will be of 3 characters of English alphabets and identical for all courses of the Department/Programme. The second part will be a three digit number beginning with 5, 6 for years and two digits for subjects (01 – 09 for core subjects, 11 – 49 for Elective subjects of 1st semester and 51 – 59 for core subjects, 61 – 99 for Elective subjects of 2nd semester)

2. **Course Units**

The credits of a Post-graduate Course will be arrived at as follows: for each lecture hour and for each tutorial hour, there shall be two credits. For each practical (laboratory) hour there shall be one credit. Some examples are given in the table below.

Contact hours of the course (per week)	L-T-P	Weightage(Credit)
Three Lecture hours	3-0-0	3
Three Lecture hours + one tutorial hour	3-1-0	4
Three Lecture hours + Three hours lab session	3-0-3	5
Three Lecture hours + One tutorial hour + Two hours lab session	3-1-2	5
Two Lecture hours + one tutorial hour+ three hours lab session	2-1-3	5
Two Lecture hours + Three hours lab session	2-0-3	4
Two Lecture hours + two hours lab. Session	2-0-2	3

L = Lecture, T = Tutorial, P = Practical

3. **Approval of New Courses**

All Post-graduate courses require the approval of the Senate (after recommendation from the BPGS (Board of Post Graduate Studies)) before being offered. The course will be proposed by the interested faculty member and submitted to the DPPC for consideration and forwarding to the BPGS.

Appendix II

DEPARTMENTAL POST GRADUATE PROGRAMME COMMITTEE (DPPC)

Composition:

- | | | |
|-------|--|----------|
| (i) | Head of the Department (ex-officio) | Chairman |
| (ii) | All Professors, Assistant Professors and two lecturer having M.E./M.Tech (to be nominated by H.O.D. by rotation) and out of which one faculty shall act as member Secretary. | Members |
| (iii) | One faculty member of another department (to be nominated by H.O.D. of the chosen department) | Member |
| (iv) | Two M.Tech students members to be elected by 2 nd /3 rd /4 th Sem. P.G. students. | Members |

Tenure: Two years for faculty members and one year for student members.

Functions:

- (i) To oversee the conduct of all Post Graduate courses of the department.
- (ii) To ensure academic standard and excellence of the course offered by the department.
- (iii) To discuss and recommend the syllabi of all the Post Graduate courses offered by the department from time to time before sending the same to the Board of Post Graduate Studies (BPGS).
- (iv) To consider any matter to the post graduate programme of the department.

BOARD OF POST GRADUATE STUDIES (BPGS)

Composition:

- | | | |
|-------|---|----------------------|
| (i) | Dean of Academic Affairs (ex-officio) | Chairman |
| (ii) | One member from each department nominated by the HOD and approved by the SENATE | Member |
| (iii) | DR(Academic) or AR (Academic) | Non-Member Secretary |

Tenure: Two years.

Functions:

- i) To oversee the conduct of all post graduate courses of the Institute.
- ii) To consider the proposals from the departments and make recommendations to the SENATE for consideration and approval.
- iii) To issue guidelines to various departments on evaluation pattern of the courses to maintain uniformity.
- iv) To consider and recommend the assessment procedure to be adopted by various departments.
- v) To consider and recommend any other matter concerning the post graduate programme of the Institute.

Appendix III

FACULTY ADVISOR

The faculty Advisor will be appointed by the Head of the Department and will be assigned a specific number of students of the concerned department that is offering the degree programme. The students will have the same faculty advisor throughout their duration of study.

FUNCTION:

1. To help the students in planning their courses and activities during study.
2. To guide, advise and counsel the students on academic programme.