

**RULES AND REGULATIONS
OF
MASTER OF TECHNOLOGY (M.TECH.) PROGRAMME
(With effect from 2020 - 2021)**



**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH,
TADEPALLIGUDEM
West Godavari Dist., Andhra Pradesh, India**

**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH,
TADEPALLIGUDEM
RULES & REGULATIONS OF M.Tech. DEGREE PROGRAMS**

1. INTRODUCTION:

Provision of these regulations shall come into force with effect from the academic year 2020 - 2021 and shall be applicable to all M.Tech. courses (unless otherwise stated) offered by the Institute.

M.Tech. Degree Programs are offered in the following specializations by the respective departments:

S No	Department	Course / Specialization (s)
1	Civil Engineering	Geotechnical Engineering
2	Electrical Engineering	Power Electronics and Drives
3	Mechanical Engineering	Thermal Engineering
4	Mechanical Engineering	Manufacturing Engineering
5	Electronics and Communication Engineering	Advanced Communication Systems and Signal Processing
6	Computer Science and Engineering	Computer Science and Data Analytics

The provisions of these regulations shall be applicable to any new discipline that may be introduced from time to time.

The sanction of stipend will be as per the guidelines prescribed AICTE/MHRD from time to time.

2. ADMISSION:

Admissions are made on All India basis for all the programs, with reservations as per Government of India norms. The selection criterion for admission into all the M.Tech. programs is based on valid GATE score. Candidates seeking admission into M.Tech. in Engineering should have passed B.E./B.Tech. or equivalent degree in the subject concerned from a recognized University/Institute with First Class not less than 60% marks or equivalent CGPA of 6.5/10. In case of SC/ST candidates 55% marks or equivalent CGPA of 6.0/10 is the eligibility requirement. Eligibility and other criteria for admissions to M. Tech. courses of the Institute will be reviewed and decided by the Senate from time to time.

3. COURSE STRUCTURE:

3.1 An M. Tech. program is of 4-semester duration, out of which 2 semester course work followed by two semester dissertation work.

3.2 Each M. Tech. degree program will typically consist of the following components.

- a) Core Courses ≥ 30 Credits
- b) Elective Courses ≥ 18 Credits
- c) Dissertation = 18 Credits

3.3 The Departmental Academic Committee – PG&R will discuss and finalize the exact credits offered for the program for the components 3.(a) to 3.(c) in the range of 66- 72, the semester-wise distribution of the courses and credits, as well as the syllabi of all M. Tech. Programs offered by the department from time to time and recommend the

same to the Senate for consideration and approval.

3.4 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 program as approved by the Senate from time to time.

4. ACADEMIC CALENDAR:

4.1 The academic year is divided into two semesters.

4.2 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 as academic calendar of the year. Each semester will normally be of 19 weeks inclusive of End-semester examinations. It may be ensured that the minimum number of effective teaching weeks in a semester is 16.

4.3 Academic calendar declared by the Senate in the beginning of a semester shall also fix festival dates during which all the co-curricular and extra-curricular programs like Technical seminars / Vucanzy/Institute day/etc. must be organized.

5. RESIDENTIAL REQUIREMENT:

The Institute is essentially residential 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. The rules relating to the residential requirements are given in Appendix I.

6. ATTENDANCE:

Following are the rules relating to attendance requirements:

6.1 Every student is expected to have 100% attendance in each subject in which he/she has registered at the beginning of the semester. However, condonation for shortage of attendance up to 20% (i.e., not lower than 80% aggregate attendance in any course) may be granted by the Head of the concerned Department.

6.2 Students not having the mandatory requirement of minimum 80% attendance in any course, shall not be permitted to appear for the end semester examination in that subject and is awarded "R" Grade in that course. Such student has to register for the course in which he/she has shortage of attendance, as and when the course is offered next.

6.3 A resident student must take prior permission from the corresponding warden before proceeding on leave. Failing to do so will be construed as breach of discipline and will be dealt with as per provisions.

6.4 A student representing the Institute in approved extracurricular activities such as Sports, Games, Cultural meets, Seminar, Workshop, Conference and Interview arranged through Training & Placement Department, NCC/ NSS Camps shall be considered as on-duty subject to a maximum of five working days in a semester. Prior permission from competent authority is required for availing on-duty permission. The period of absence can be counted as present for the computation of percentage of attendance at the end of semester.

6.5 Attendance for both theory and laboratory courses shall be entered before the end of each working week by the concerned faculty through faculty portal of the Institute website. Students are advised to monitor the status of their attendance through student portal of the Institute website.

7. LEAVES:

7.1 A post graduate student shall be entitled to the following kinds of leave during every academic year, counted from the date of commencement of the session concerned as prescribed in the academic calendar of the institute.

7.2 Any absence over and above the prescribed type of admissible leave shall entail deduction from the scholarship, beside other action as may be decided by the Institute.

S.No	Leave	Maximum Number of days	Sanctioning authority
1.	Casual Leave	8 days per semester subjected to the condition that such leave will not be allowed for more than 6 days at a time. Casual leave cannot be combined with medical leave.	Head of the Department (HOD)
2.	Medical Leave	8 days per semester	HOD with Medical Certificate from the Institute Medical Officer.

8. REGISTRATION:

8.1 Every student is required to be present and register at the commencement of each semester on the day(s) fixed for and notified in the Academic Calendar.

8.2 Percentage attendance for all students will be counted from the date of commencement of the semester, irrespective of his/her date of registration. However, in case of I Year I Semester, attendance will be counted from date of admission into the Institute or date of commencement of class work, whichever is later.

8.3 The registration will be organized departmentally under the supervision of the Head of the Department/ Coordinator of a respective specialization / program.

8.4 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 week on payment of additional late fee as prescribed by the Institute from time to time. Normally no late registration shall be permitted after one week from the scheduled date.

8.5 After registration in each semester, each student should collect a registration sheet, which indicates the courses registered by him/her in that semester, signed by the faculty advisor. The student should carry this registration sheet for all the examinations in that semester. This sheet serves the purpose of hall ticket for appearing the examinations in that semester.

8.6 A student who has already registered may

(a) register for a new course in addition to the courses he/she has already registered for

(OR)

(b) opt for a new course in place of the one already registered for with the concurrence of the faculty advisor.

Any change of the course as permissible by sub-paras (a) and (b), above must however, be done within two weeks after registration and should be intimated to the Dean-Academic.

8.7 Only those students will be permitted to register who have

- i. Cleared all the Institute and Hostel dues of the previous semesters,
- ii. Paid all required fees for the current semester, and
- iii. Not been debarred from registering for a specified period on disciplinary or any other ground.

8.8 A Student can register for a backlog subject whenever it is offered. His/her previous marks/grades are cancelled and will have to attend all classes and examinations as and when they are conducted. Major changes in the time table shall not be entertained to accommodate backlog students. Alternatively, a student can appear for make-up

examination in the backlog subject as and when it is conducted. In such a case, the student shall be awarded only "P" grade, if he/she gets 40% or more marks in the makeup examination.

9. ASSESSMENT OF ACADEMIC PERFORMANCE:

9.1 There will be continuous assessment of performance of a student through class tests/ Quizzes/Assignments etc. throughout the semester and grades will be awarded by the subject teacher/co-ordination committee formed for this purpose (see Academic Committees)

9.2 Each theory subject in a semester is evaluated for 100 marks, with the following weightages.

Sub-component	Weightage
a) Class tests/ Quizzes/ Assignment/ etc.	20 marks
b) Mid-semester Examination	30 marks
c) End-semester Examination	50 marks

9.3 The mid-semester examination will be conducted after 7 or 8 weeks of instruction.

9.4 The mode and nature of the evaluation and the corresponding weightages, for the subcomponent (a) shall be intimated to the students by the course teacher at the beginning of the semester along with the lecture schedule.

Each laboratory course in a semester is evaluated for 100 marks, with the following weightages. The marks for continuous evaluation may be distributed among various components like class work performance, Lab records, Quizzes, skill tests/ assignments/ mini projects.

Sub-component	Weightage
a) Continuous evaluation	60 marks
b) End Semester examination	40 marks

9.5 Comprehensive Viva: The oral examination carrying 2 credits will cover the entire course of study up to I year II semester. The viva-voce shall be conducted by a committee constituted by the Head of the Department. The committee will also have a faculty member from allied Department nominated by Director.

9.6 A Seminar Assessment Committee will be formed by the Head of the Department/Centre for the evaluation of performance at Seminars. Every student is expected to attend all the seminars of all the students of the batch held in the Department/Centre during the semester. Due weightage shall be given to a student's attendance in the overall evaluation of this requirement.

10. DISSERTATION EVALUATION:

10.1 18 credits are assigned to the dissertation carried out by a student. The dissertation shall be submitted preferably by 15th June (but not earlier than 15th May).

10.2 The dissertation supervisor will periodically review the progress of the student and finally give his/her assessment of the work done by the student.

10.3 Dissertation and Viva-Voce: A student shall be required to submit a thesis on the Dissertation work carried out by him/her. The guidelines for preparation of Dissertation shall be followed by every student as per Appendix III. Three/four bound copies along with a soft copy of the dissertation shall be submitted to the Head of the Department/Centre within the last date prescribed in the Academic Calendar for the purpose.

10.4 Dissertation viva - voce will be held within the date fixed in the academic calendar and the grades will be finalized by the committee.

10.5 Extension of dissertation work beyond the deadline of submission in very special case may be granted by the Dean (Academic Affairs) on recommendation of the department/centre for a maximum period of 3 months. The viva-voce has 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 may be eligible for award of medal or prize, if any. If the above mentioned extension period encroaches into the next semester, the student will have to pay the tuition fee on par with full time student.

10.6 The Dissertation Part – A will be evaluated for 100 marks, with the following weightages:

Sub-component	Weightage
a) Periodic evaluation by Guide	40 marks
b) Midterm review	20 marks
c) End Semester viva-voce examination	40 marks

The midterm review and the end semester viva-voce examination will be conducted by a committee constituted by the Head of the Department.

The Dissertation Part–B will be evaluated for 100 marks, with the following weightages:

Sub-component	Weightage
a) Periodic evaluation by Guide	40 marks
b) Midterm review	20 marks
c) End Semester viva-voce examination	40 marks

The end semester viva-voce examination will be conducted by Director’s nominee along with an evaluation committee constituted by the Head of the Department. The midterm evaluation will also be done by the evaluation committee.

The Departments have to evolve rubrics for evaluation of Dissertation Part-A and Part-B. The marks may be distributed among various components like selection of topic, problem statement, literature review, methodology, oral and written presentation of the work done and performance in viva-voce examination.

If the performance of the student in either Dissertation Part-A or Dissertation Part-B is not satisfactory, he/ she will be awarded ‘F’ grade. The student has to repeat the dissertation work. Such students may be given an option to either continue with the same topic and with the same guide or change the guide and the topic of his/ her dissertation.

11. DISSERTATION WORK IN COLLABORATION WITH INDUSTRY:

11.1 A student may, with the approval of the Head of the Department/Centre, visit an industry or a Research Laboratory for data collection, discussion of the dissertation, experimental work, survey, field studies, etc. during the project period. Projects sponsored by the industry or Research Laboratories will be encouraged and a close liaison with such organizations will be maintained.

11.2 A student may, with the approval of Head of the Department/Centre, do the dissertation work in collaboration with an industry, a Research and Development Organization. The student shall acknowledge the involvement and / or contribution of an industry, R&D organization in completing the project in his/her dissertation and a certificate to this effect, issued by the supervisor from the industrial organization, will be

included in the dissertation.

11.3 It is mandatory for all students (especially those who do their project in an Industry, R&D organization in India or abroad) to make full disclosure of all data on which they wish to base their dissertation. They cannot claim confidentiality simply because it would come into conflict with the Industry's or R&D laboratory's own interests. Any tangible intellectual property other than copyright of dissertation may have to be assigned to the Institute. The copyright of the dissertation itself would however lie with the student as per the IPR policy in force.

11.4 In addition to the Supervisor from the department/centre guiding the project work, a Joint Supervisor may be appointed from the Industry and Research Laboratory with the approval of the DAC - PG &R. A certificate from the joint supervisor will be included in the dissertation. A member of faculty of the Institute, who is the internal supervisor, may, if felt necessary, visit the industry or the Research Laboratory in connection with the dissertation work of his/her student.

12. INDUSTRIAL TRAINING (Optional):

A student may undergo Industrial training for a period of eight weeks, if he/she wishes, immediately after the completion of I Year II semester.

13. EVALUATION - Grading System:

13.1 As a measure of student's performance an 7-scale grading system using the following letter grades and corresponding grade points per credit shall be followed. Grading will be done based on the total marks obtained by the student in that subject.

Letter Grade	Ex	A	B	C	D	P	F
Grade Point	10	9	8	7	6	5	0

Relative grading scheme shall be followed for all the PG Programs.

The norms for the award of the letter grade are as follows:

- No student can be awarded P or better grade without securing at least **35%** aggregate marks in any course.
- It is also mandatory that the student should secure at least 35% marks in the End Semester examination in the course for award of P or better Grade.
- The class average is calculated by excluding the marks obtained by "F" grade students.

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

- **I:** for "Incomplete assessment", when the student misses the End-semester examination on Medical grounds (see rule 15.6).
- **R:** for 'Insufficient attendance' in the course (see Rule 6.2).
- **W:** for "Temporary withdrawal" from the Institute (see rule 17).
- **X:** for "Debarred" on grounds of indiscipline/ malpractices in examinations (See rule given 19).

13.2 A semester Grade Point Average (SGPA) will be computed for each semester. The SGPA will be calculated as follows:

$$SGPA = \frac{\sum_1^n C_i GP_i}{\sum_1^n C_i}$$

where "C_i" is Credits for the course, "GP_i" is the grade point obtained for the course and "n" is Number of subjects registered in the Semester.

13.3 Starting from I Year II Semester a Cumulative Grade Point Average (CGPA) will be computed for every student at the end of every semester. The CGPA would give the Cumulative performance of the student from the first semester up to the end of the semester to which it refers and calculated as follows.

$$CGPA = \frac{\sum_1^n S_i C_i}{\sum_1^n C_i}$$

Where, “n” is the total number of Semesters under consideration, “C_i” is Total number of Credits Registered during a particular Semester and “S_i” is SGPA of the Semester.

13.4 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 excepting II year II semester. In its place a consolidated grade sheet is issued. This consolidated grade sheet supersedes all the earlier grade sheets.

13.5 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.

13.6 Transitional Grades:

- a) **About Grade I:** When a student gets “I” Grade 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 these transitional grades have been converted to appropriate grades, the SGPA for the semester and CGPA at the end of the semester will be recalculated after taking into account the new grades.
- b) **About grades R, W and X:** When a student gets any of these transitional grades in any subject(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated by taking ‘zero point’ for these subject(s). After these transitional grades have been converted to appropriate grades, the SGPA for the semester and CGPA at the end of the semester will be recalculated after taking into account the new grades.
- c) **About Grade F:** 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 '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.

13.7 Students registering for makeup examination shall be awarded only P grade, if they get 35% or more marks in the makeup examination.

14. EXAMINATIONS:

14.1 The Institute Scholarship of a student will be withheld in case his/her CGPA at the end of any semester falls below 6.5. However, in the case of students belonging to SC/ST it is 6.0. However, the scholarship will be restored with retrospective effect, based on recommendation of Head of the Department, whenever the CGPA crosses at least 6.5 (for SC/ST 6.0).

14.2 A student will be permitted to submit the dissertation only if he/she completes all

the courses as required in the program.

14.3 Student with "F" grade is eligible to appear for makeup examination(s) as and when they are conducted by the Institute.

14.4 A student whose performance in 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 31st of that calendar year. The student will not be eligible for scholarship during the extended period of his/her stay but will have to pay semester fees during the extended period of stay.

14.5 A student who has failed in the comprehensive viva-voce shall be required to present himself/herself again within a period of two months for the viva-voce on a date to be fixed by the concerned Head of the Department /Centre.

15 MID-SEMESTER AND END-SEMESTER EXAMS:

15.1 The Mid-Semester and the End-semester examinations in respect of theory courses will be conducted centrally by the examination section as per the schedule.

15.2 Head of the Department sends the list of courses registered by each student for the semester along with percentage of attendance.

15.3 Class tests, surprise tests, assignments, quizzes, viva-voce, laboratory assignments etc. are the constituent components of continuous assessment process, and a student must undergo the continuous assessment process as prescribed by the teacher/evaluation committee of the subject. If due to any compelling reason (such as his/her illness, calamity in the family etc.) a student fails to meet any of the requirements within/on the scheduled date and time, the teacher/coordination committee in consultation with the concerned Head of the Department may take such steps (including the conduct of compensatory tests/examinations) as are deemed fit.

15.4 If a student fails to appear for the mid semester examination in any subject(s) due to compelling reason like serious illness of himself/herself which necessitates hospitalization (with intimation to the medical officer) or a calamity in the family, he / she shall apply immediately to Dean (Academic Affairs), along with relevant certificates and duly recommended by the respective Head of the Department, within one week after completion of the examinations. All such cases will be scrutinized by a committee and approved list of candidates shall be permitted for a re-examination and the period of re- examination and syllabus shall be notified by the Dean- Academic.

15.5 Appearing in the end-semester examination in the theory and laboratory subjects is mandatory for a student. Unless exempted as stated below, if a student fails to appear for the end-semester examination, he/she shall be awarded 'F' grade in the subject. He/She can be permitted to appear for the makeup examinations to be conducted later, as announced in the academic calendar.

15.6 However, if a student misses the end-semester examinations due to a compelling reason like **serious illness of himself/herself which necessitates hospitalization or a calamity in the family**, he/she may appeal to the Dean-Academic before commencement of examination through his/her Head of the Department and Institute Medical Officer for permitting himself/herself to appear in the subsequent examination(s), when conducted next. A subcommittee consisting of the following members may, after examining the documents and being convinced about the merit of the case, recommend permitting him/her to appear in the subsequent re-examination(s), when conducted next, condoning his / her absence.

In such cases, transitory grade 'I' is temporarily awarded to the student in the subject.

Sub-committee:

- a) Dean(Academic Affairs), Chairman.
- b) Dean, Students Welfare
- c) Concerned Head of the Department
- d) The Institute Medical officer
- e) Associate Dean, Examinations (Convener)

15.7 Students will be permitted to appear in the examinations in only those subjects for which they have registered at the beginning of the semester.

15.8 The final grades awarded to the students in a subject must be submitted by the teacher/Chairman, Coordination committee, within five working days from the date of the last examination to the concerned Head of the Department. The Head of the Department shall place the grades of students in all subjects before the DAC-PG&R for its consideration and recommendation. The grades recommended by the DAC-PG&R shall be sent to the Dean-Academic.

15.9 Any change of grade of a student in a subject consequent upon detection of any genuine error of omission and/or commission on part of the concerned teacher must be recommended by the DAC-PG&R and shall be forwarded by the teacher/Chairman, Coordination Committee, through the Head of the concerned Department within 20 (twenty) days from the commencement of the next semester.

15.10 As a process of learning by students and also to ensure transparency, the answer scripts after correction of class tests, mid-semester examinations, assignments etc., will be shown to the students within two weeks from the date of test/examination. The teacher/ Chairman, Coordination Committee must submit the marks obtained in mid-semester examinations to the Head of the Department within two weeks after the end of mid-semester examinations. The marks obtained in class tests/ minor tests held till that date also needs to be submitted to the Head of the Department. The performance of the students in these examinations will be discussed in the Class Review Committee.

15.11 In order to ensure transparency in the evaluation of scripts of end-semester examination, those answer scripts also shall be shown to the students up to one day before the finalization of grades in the DAC-PG&R. Once the Grades are finalized by DAC-PG&R, the student will no longer have any right to verify his/her answer scripts.

15.12 The student can appeal to DAAC for any arbitration within 20 days from the date of official publication of results in the Institute Website.

15.13 A student of the M.Tech degree program must complete the prescribed course work with minimum required credits within a maximum period of four years.

15.14 A student who has passed all the courses without securing R, X, or F Grades during the period of study and with a **CGPA of 8.5 and above** is considered eligible for the award of First Division with Distinction.

15.15 A student failing to satisfy Rule 15.14, even if he/she gets a **CGPA of 8.5** or more will be eligible for the award of First Division only.

15.16 A student with a CGPA of 6.5 and above but less than 8.5 is considered eligible for the award of First Division.

15.17 A student with a CGPA of 5.0 and above but less than 6.5 is considered eligible for the award of Second Division.

15.18 The valued answer scripts shall be preserved for a maximum period of 6 months after publication of results. The teachers are required to send the valued answer scripts of both mid semester and end semester examinations to the examination section to preserve them.

15.19 Examination record of all students shall be maintained in both soft and hard copy form in the academic section.

16 MAKEUP EXAMINATION:

Students appearing in Makeup examination shall be governed by the following rules:

16.1 Students with "R" Grade are not eligible for writing the makeup examination.

16.2 Students with "F" or "I" Grade only are eligible to write makeup examination. In the case of a student who has got "I" grade, the marks obtained by the student in continuous evaluation and mid-semester examination will be added to the marks obtained in makeup examination and will be graded as per the grading used for his/ her class. In the case of a student who has obtained "F" grade in regular examination, he/ she will be awarded only "P" grade if he or she get 40% or more in the makeup examination. A student will be given only one chance to write the makeup examination. If he/ she gets "F" grade in the makeup examination, he/she has to repeat the course whenever it is offered.

16.3 Makeup examination is offered only once in an academic year.

16.4 A student who has obtained 'F' grade in makeup examination has to register for the course whenever it is offered.

16.5 The schedule for makeup examination is given in the Academic calendar.

16.6 A student can register for makeup examinations in any number of courses.

17. TEMPORARY WITHDRAWAL:

17.1 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:

17.2 The student applies to the Institute within 15 days of commencement of the semester or from the last date of attending the classes, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the parent/guardian.

17.3 The institute is satisfied that, inclusive of the period of withdrawal, the student is likely to complete all the requirements for the degree within 4 years of admission to the Program.

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

17.5 A student who has been granted temporary withdrawal will be required to pay tuition fee and other fees for the current semester when the student re-joins the program.

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

17.7 A student, who wishes to join the job, after completion of the entire course work, may be permitted to pursue his/her dissertation on part-time basis provided:

- i. Sufficient facilities are available in the organization where he/she is working
- ii. There is a competent supervisor in the organization
- iii. The minimum period for submission of dissertation work shall be double the amount of the balance period.
- iv. The dissertation of such a part time student shall be under the guidance of two supervisors, one from the organization and the other from the Institute.
- v. If the student at the time of joining the job has completed substantial part of his/ her dissertation work (Part-B) such student may be permitted based on the recommendations of DAC-PG&R to submit his/ her thesis along with the regular students. There is no need for co-supervisor from his/ her organization.

18. CONDUCT AND DISCIPLINE:

Students shall conduct themselves within and outside the precincts of the institute in a manner befitting the students of an Institute of National importance. Detailed rules

regarding conduct and discipline are given in Appendix-II.

19. MALPRACTICES:

Students are not allowed to leave the Examination Hall without submitting the answer script. They will not be permitted to enter the examination hall after 30 minutes of commencement of the examination and to leave the examination hall before 30 minutes of the closure of examination.

The nature of malpractice and the minimum punishment are indicated in the following table:

S.No	Nature of the Malpractice	Punishment
1	Taking out, used or unused answer booklets outside the examination room.	Fine of Rs. 1000/- per paper. In case of used answer booklets, in addition to the above, the candidate shall be awarded an F Grade in that subject.
2	Verbal or oral communication with neighbouring students after one warning.	Taking away the answer script and asking the student to leave the hall.
3	Possession of any incriminating material inside the examination hall (whether used or not) For Example: written or printed materials, bits, writings on scale, calculator, hand kerchief, dress, part of the body and hall ticket etc., Possession of cell phones, programmable calculator, recording apparatus or any unauthorized electronic equipment. Copying from neighbour. Exchange of question papers and other materials with some answers.	In case of Mid/Sessional examination, award zero marks. In case of End semester examinations, award F Grade. The candidate may be allowed to write make-up examination.
4	Possession of answer book of another candidate. Giving answer book to another candidate.	The candidate shall be awarded zero marks in that examination and he/she shall be awarded F Grade in that particular subject.
5	Misbehaviour in the examination hall (unruly conduct, threatening the invigilator, or any other examination officials). Repeated involvement in malpractices 2 to 4 above.	Cancellation of all theory examinations registered in that semester and further debarring from continuing his/her studies for one year (two subsequent semesters). However such student may be permitted to appear for makeup examinations of the previous semesters.

6	Cases of impersonation	Handing over the impersonator (outsider) to the police with a complaint to take appropriate action. Cancellation of all examinations (all papers registered) for the bonafide student for whom the impersonation was done and further the bonafide student will be debarred from continuing his/her studies and writing all examinations for two years. If a student of this institute is found to impersonate a bonafide student, the impersonating student will be debarred from continuing his/her studies and writing all examinations for two years.
7	Physical assault causing injury to the invigilator or any examination officials.	Rustication from the Institute.

For any other type of malpractices reported, The Malpractice and Disciplinary Action Committee (Academic) may recommend appropriate punishment.

20. Certificate retention Fee:

Students will be charged with Certificate retention fees as per the details shown below:

All students –

- Who have passed in current and previous academic year - No charge.
- Who have passed in the last 2 to 10 academic years - Rs. 1,000
- Who have passed in the last 11 to 20 academic years - Rs. 5,000.
- Who have passed more than 20 academic years back - Rs. 10,000

21. STUDENT APPRAISAL:

It is mandatory for every student to submit the feedback on each and every course, he/she has undergone, at the end of every semester.

Results will be withheld for those students who have not submitted the feedback. All such students have to:

- i. pay a fine of Rs. 500/-
- ii. obtain permission from Associate Dean (Academics & Exam) Audit
- iii. fill the feedback for viewing the withheld result.

22. CHANGE OF REGULATIONS:

Notwithstanding all that has been stated above, the Senate, has the right to modify any of the above rules and regulations from time to time. All such modifications shall be documented and numbered sequentially and shall be made available in the Institute website.

APPENDIX-I
RULES RELATING TO RESIDENTIAL REQUIREMENT

1. All the students are normally expected to stay in the hostels and be a boarder of one of the messes.
2. Under special circumstances, the Director/Dean-Academic may permit a student to reside with his parent(s) within a reasonable distance from the institute. However, this permission may be withdrawn at the discretion of the Institute at any time considered appropriate without assigning any reason.
3. Married accommodation shall not be provided to any student of the graduate courses.
4. No student shall come into or give up the assigned accommodation in any Hall of residence without prior permission of the Chief Warden.
5. A student shall reside in a room allotted to him/her and may shift to any other only under the direction/permission of the Chief Warden.
6. Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfecting and shall vacate the rooms when leaving for the vacation/ holidays.
7. Students shall be responsible for the proper care of the furniture; fan and other fittings in the rooms allotted to them and shall generally assist the Warden in ensuring proper use, care and security of those provided in the Halls for common use of all students.
8. Students will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause the Institute shall accept no responsibility and shall not be liable for payment of any compensation.
9. Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator, etc. by a student in Halls of Residence are prohibited.
10. All students must abide by the rules and regulations of the Halls of Residence as may be framed from time to time.

APPENDIX-II STUDENTS' CONDUCT AND DISCIPLINARY CODE

It is the responsibility and duty of each and every student of the Institute to become acquainted with "Students Conduct and Disciplinary Code". It is presumed that every student from the date of his/her admission to the Institute has knowledge of this code. All students are required to strictly adhere to this code as a condition of their admission to the Institute and these rules would be binding on and enforceable against them or any one among them.

Section 1: Responsibilities of the Students

It shall be the responsibility of the students

- i) To behave and conduct themselves in the Institute campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees and elders.
- ii) To follow decent and formal dressing manners. Students should avoid clothing depicting illegal drugs, alcohol, profane language, racial, sexual and vulgar captions etc.
- iii) To access all educational opportunities and benefits available at the Institute and make good use of them to prosper academically and develop scientific temper.
- iv) To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- v) To report any violation of this Code to the functionaries under this Code.

Section 2: Behaviour of the Students

1. Groupism of any kind that would distort the harmony is not permitted.
2. Students are expected to spend their free time in the Library. They shall not loiter along the verandas or crowd in front of the offices or the campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.
3. Possession or consumption of narcotic drugs and other intoxicating substances are strictly prohibited in the campus and hostels.
4. Silence shall be maintained in the premises of the Institute.
5. Students are not permitted to use mobile phones in the class room, library, computer centre, examination halls, etc.
6. **Students shall refrain from all activities considered as ragging which is a criminal offence.**
7. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
8. Politically based students' and other organizations or outfits are not allowed in the campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
9. Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to all the public, private or Institute properties.
10. Without specific permission of the authorities, students shall not bring outsiders to the Institute or hostels.
11. No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets etc within the campus or hostels. The possession, distribution or exhibition of any

- item by any means which is *per se* obscene is prohibited within the campus or on any property owned/ managed by the Institute.
12. No student shall collect money either by request or by coercion from others within the campus or hostels.
 13. The Institute being a place of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, *dharna*, *gherao*, burning of effigy or indulge in anything which may harm the peaceful atmosphere of the Institution and shall eschew from violence in the campus and hostels and even outside.
 14. Possession or usage of weapons, explosives or anything that causes injury/ damage to the life and limb or body of any human being or property is prohibited.
 15. **Use of motorized vehicles within the Institute premises are strictly prohibited.**
 16. Students shall only use the waste bins for dispensing waste materials within the campus including classrooms, hostels, offices, canteen and messes.
 17. Any conduct which leads to lowering of the esteem of the Institute is prohibited.
 18. **Any unauthorized tour/visit by individual or group of students shall be treated as a serious conduct violation and all such students will be imposed disciplinary penalties.**

Section 3: Disciplinary Sanctions

Any student exhibiting prohibited behaviour mentioned in this Code shall, depending upon the gravity of the misconduct or depending on its recurrence, be subjected to any of the following disciplinary sanctions. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud, in the opinion of the competent authority, is likely to have an unwholesome influence on his/ her fellow students, will be removed from the rolls.

I. Minor Sanctions

- i. Warning or Reprimand: This is the least sanction envisaged in this Code. The student engaged in any prohibited behaviour will be issued a warning letter.
- ii. Tendering Apology: The student engaged in any prohibited behaviour may be asked to tender an apology for his/her act and undertaking that he/she shall not indulge in such or any of the prohibited behaviour in future.

II. Major Sanctions

- i. Debarring from Examinations: A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic program for which he/she/they has/ have joined.
- ii. Suspension: A student may be suspended from the Institute for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspended period.
- iii. Restitution: Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the Institute or any property kept in the premises of the Institute in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the Institute or any property kept in the premises of the Institute due to the act of vandalism perpetrated by the students.

The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.

- iv. Forfeiture: Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.
- v. Expulsion: This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the Institute. Such a student will not be eligible for readmission to any of the courses of this Institute.

Section 4: Functionaries under the Code

i) Heads of the Departments/ Faculty Advisors/Chief Warden/ Wardens of Hostels: As the persons in charge of the Departments/Hostels, the respective functionaries of all Teaching Departments and Hostels shall have the power and duty to take immediate action to curb any prohibited behaviour as envisaged under this code. As these functionaries cannot single handedly manage all the issues, they can assign part of the work to the teachers and the teachers of all the departments/wardens have the responsibility to inform any incident of prohibited behaviour to the Heads of the Departments/ Chief Warden so that any serious issue can be settled before the same goes out of control. The Head of the Departments/ Chief Warden shall have the power to impose minor sanctions as envisaged under section 3(I) of this Code.

They can also recommend imposition of major sanctions as envisaged under Section 3(II) of this Code to the Director. The Head of the Departments/ Faculty Advisors/Chief Warden/ Wardens of Hostels while taking any action as envisaged in the code shall do so in an impartial manner and see to it that the sanction imposed/proposed is commensurate with the gravity of the prohibited behaviour. Any lapse on the part of a teacher/ Warden to report any instance of violence and misconduct on the part of the students shall be reported to the Director by the respective Head of the Departments/Chief Warden. The Wardens of Hostels shall be responsible for maintaining strict discipline and decorum in the hostel. He/she shall specifically see to it that the inmates of the hostel do not involve themselves in violation of any clause under Section 2 of this Code.

ii) Deans

Any authority of the Institute with delegated powers shall have the power to visit/inspect any premises, buildings or any property of the Institute when there is a genuine doubt that any act of prohibited behaviour is taking place and can take any lawful actions to curb such behaviour. The HODs/ Faculty Advisors/Chief Warden/ Wardens of Hostels shall report to the Dean (Students) any instances of prohibited behaviour, who in turn shall bring it to the notice of the Director. The Dean (Students) shall forward the recommendations from the HODs/ Chief Warden to impose a major sanction under Section 3(II) of this Code to the Director after noting his observations. The Dean (Students) can also *suo moto* recommend action against any student/students indulging in prohibited behaviour which is brought to his/ her notice.

iii) Director

The Director shall be the ultimate authority in imposing major sanctions as envisaged under Section 3(II) against the students for acts of prohibited behaviour. The Director can also entertain any appeal from any student/students aggrieved by the action of any authority of the Institute under or subordinate to the Director and decide the case on merit.

Section 5: Right to Appeal

The student/students aggrieved by the action of any authority of the Institute under or subordinate to the Director can appeal to the Director and any student aggrieved by the action of the Director can appeal to the Senate. The decision of the Senate shall be final and binding on the students.

Section 6: Assistance from Law Enforcement Agencies

The Deans/ HoDs/ Chief Warden shall have the power and duty to call the Police immediately with the concurrence of the Director when there is a threat of Law and Order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The Deans/ HoDs/ Chief Warden shall in such a case give a detailed report to the Director. The Director/ Deans/ HoDs/ Chief Warden can also arrange for video recording of the entire situation and take requisite actions through police and other concerned authorities.

Section 7: Grievance Redressal Committee

The Institute will also set up "Grievance Redressal Committee" where the students can air their grievances. The Committee shall consist of the Deans/ HoDs/ Chief Warden and also members of the Parent-Teacher Association. Till these committees are constituted, *ad-hoc* committees shall be formed by the Director.

Section 8: Undertaking by the Students

The students joining any academic program of the Institute will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in this Code in letter and spirit and even if it is not given them as well, will be bound by the provisions of this Code.

Section 9: Opportunity for Hearing

No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the Student/ Students.

Section 10: Ultimate Authority

For all disciplinary matters related to students, the Director shall be the ultimate authority as provided herein.

Section 11: Amendments to the Code

The Senate of the Institute shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and faculty of the Institute through notice put on the Institute web site, notice boards of the Institute or through emails.

APPENDIX-III

GUIDELINES FOR PREPARATION OF DISSERTATION REPORTS

Preamble

While utmost attention must be paid to the content of the dissertation report, which is being submitted in partial fulfilment of the requirements of the M.Tech. degree, it is imperative that a standard format be prescribed. The same format shall also be followed in preparation of the final soft copies to be submitted to the Library in future.

1. Organisation of the Dissertation

The dissertation report shall be presented in a number of chapters, starting with Introduction and ending with Summary and Conclusions. Each of the other chapters will have a precise title reflecting the contents of the chapter. A chapter can be subdivided into sections, subsections and sub-subsection so as to present the content discretely and with due emphasis. When the work comprises two or more mutually independent investigations, the dissertation report may be divided into two or more parts, each with an appropriate title. However, the numbering of chapters will be continuous right through, for example Part 1 may comprise Chapters 2 - 5, Part 2, Chapters 6 - 9.

Introduction

The title of Chapter 1 shall be Introduction. It shall justify and highlight the problem posed, define the topic and explain the aim and scope of the work presented in the dissertation report. It may also highlight the significant contributions from the investigation.

Review of Literature

This shall normally form Chapter 2 and shall present a critical appraisal of the previous work published in the literature pertaining to the topic of the investigation. The extent and emphasis of the chapter shall depend on the nature of the investigation.

Report on the present investigation

The reporting on the investigation 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. While important derivations/formulae should normally be presented in the text of these chapters, extensive and long treatments, copious details and tedious information, detailed results in tabular and graphical forms may be presented in Appendices. Representative data in table and figures may, however, be included in appropriate chapters. Figures and tables should be presented immediately following their first mention in the text. Short tables and figures (say, less than half the writing area of the page) should be presented within the text, while large table and figures may be presented on separate pages. Equations should form separate lines with appropriate paragraph separation above and below the equation line, with equation numbers flushed to the right.

Results and Discussion

This shall form the penultimate chapter of the dissertation report and shall include a thorough evaluation of the investigation carried out and bring out the contributions from

the study. The discussion shall logically lead to inferences and conclusions as well as scope for possible further future work.

Summary and Conclusions

This will be the final chapter of the dissertation report. A brief report of the work carried out shall form the first part of the Chapter. Conclusions derived from the logical analysis presented in the Results and Discussions Chapter shall be presented and clearly enumerated, each point stated separately. Scope for future work should be stated lucidly in the last part of the chapter.

Appendix

Detailed information, lengthy derivations, raw experimental observations etc. are to be presented in separate appendices, which shall be numbered in Roman Capitals (e.g. "Appendix IV"). Since reference can be drawn to published/unpublished literature in the appendices these should precede the "Literature Cited" section.

Literature Cited

This should follow the Appendices, if any, otherwise the Summary and Conclusions chapter. The candidates shall follow the style of citation and style of listing in one of the standard journals in the subject area consistently throughout his/her report, for example, IEEE in the Department of Electrical Engineering, Materials Transactions in Department of Metallurgical Engineering and Materials Science. However, the names of all the authors along with their initials and the full title of the article/monogram/book etc. have to be given in addition to the journals/publishers, volume, number, pages(s) and year of publication. Citation from websites should include the names(s) of author(s) (including the initials), full title of the article, website reference and when last accessed. Reference to personal communications, similarly, shall include the author, title of the communication (if any) and date of receipt.

Publications by the candidate

Articles, technical notes etc. on the topic of the dissertation report published by the candidate may be separately listed after the literature cited. This may also be included in the contents. The candidates may also include reprints of his/her publications after the literature citation.

Acknowledgements

The acknowledgments by the candidate shall follow the citation of literature, signed by him/her, with date.

2. DISSERTATION FORMAT

Paper

Quality: The dissertation report shall be printed / photo copied on white bond paper, whiteness 95% or above, weight 70 gram or more per square meter.

Size: The size of the paper shall be standard A4; height 297 mm, width 210 mm.

Type Setting, Text Processing and Printing: The text shall be printed on both sides employing Laserjet or Inkjet printer, the text having been processed using a standard text processor. The standard font shall be Times New Roman of 12 pts with 1.5-line spacing.

Page Format: The Printed Sheets shall have the following written area and margins:

Top Margin 15 mm

Head Height 3 mm

Head Separation 12 mm

Bottom Margin 22 mm

Footer 3 mm

Foot Separation 10 mm

Text Height 245 mm

Text Width 160 mm

When header is not used the top margin shall be 30 mm.

Left and Right Margins

Single sided

Left Margin 30mm

Right Margin 20 mm

Pagination: Page numbering in the text of the report shall be Hindu Arabic numerals at the centre of the footer. But when the candidate opts for header style the page number shall appear at the right and left top corner for the odd and even number pages, respectively. Page number "1" for the first page of the Introduction chapter shall not appear in print, only the second page will bear the number "2". The subsequent chapters shall begin on a fresh page. When header style is chosen the first page of each chapter will not have the header and the page number shall be printed at the centre of the footer. Pagination for pages before the Introduction chapter shall be in lower case Roman numerals, e.g., "iv".

Header: When the header style is chosen, the header can have the Chapter number and Section number (e.g., Chapter 2, Section 3) on even numbered page headers and Chapter title or Section title on the odd numbered page header.

Paragraph format: Vertical space between paragraphs shall be about 2.5-line spacing. The first line of each paragraph should normally be indented by five characters or 12mm. A candidate may, however, choose not to indent if he/she has provided sufficient paragraph separation. A paragraph should normally comprise more than one line. A single line of a paragraph shall not be left at the top or bottom of a page (that is, no windows or orphans should be left). The word at the right end of the first line of a page or paragraph should, as far as possible, not be hyphenated.

Chapter and Section Format

Chapter: Each chapter shall begin on a fresh page with an additional top margin of about 75mm. Chapter number (in Hindu-Arabic) and title shall be printed at the centre of the line in 6mm font size (18pt) in bold face using both upper and lower case (all capitals or small capitals shall not be used). A vertical gap of about 25mm shall be left between the Chapter number and Chapter title lines and between chapter title line and the first paragraph.

Sections and Subsections: A chapter can be divided into Sections, Subsections and Sub-sub Sections so as to present different concepts separately. Sections and subsections can be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Subsection in third Section of Chapter 2. Chapters, Sections and Subsections

shall be included in the contents with page numbers flushed to the right. Further subsections need not be numbered or included in the contents. The Section and Sub-Section titles along with their numbers in 5 and 4mm (16 and 14 pt) fonts, respectively, in bold face shall be flushed to the left (not centred) with 15 mm space above and below these lines. In further subdivisions character size of 3 and 3.5 with bold face, small caps, all caps and italics may be used for the titles flushed left or centred. These shall not feature in the contents.

Table / Figure Format: As far as possible, tables and figures should be presented in portrait style. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented on separate pages. Table and figures shall be numbered chapter wise.

For example, the fourth figure in chapter 5 will bear the number Figure 5.4 or Fig 5.4 Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption, e.g. (after McGregor[12]).

3 Auxiliary Format

Binding: The evaluation copies of the dissertation report may be spiral bound or soft bound. The final hard bound copies to be submitted after the viva-voce examination will be accepted during the submission of dissertation report with the following colour specification:

M.Tech. Dissertation Grey

Front Covers: The front covers shall contain the following details:

Full title of report in 6 mm 22 point's size font properly centred and positioned at the top. Full name of the candidate in 4.5 mm 15 point's size font properly centred at the middle of the page. A 40 mm diameter replica of the Institute emblem followed by the name of department, name of the Institute and the year of submission, each in a separate line and properly centred and located at the bottom of page.

Lettering: All lettering shall be embossed in gold.

Bound back: The degree, the name of the candidate and the year of submission shall also be embossed on the bound (side) in gold.

Blank Sheets: In addition to the white sheets (binding requirement) two white sheets shall be put at the beginning and the end of the report.

Title Sheet: This shall be the first printed page of the Dissertation and shall contain the submission statement: the Dissertation Report submitted in partial fulfilment of the requirements of the M.Tech Degree, the name and Roll No. of the candidate, name(s) of the Supervisor and Co-supervisor(s) (if any), Department, Institute and year of submission. Sample copy of the 'Title Sheet' is appended (Specimen 'A').

Dedication Sheet: If the candidate so desires(s), he/she may dedicate his/her report, which statement shall follow the title page. If included, this shall form the page 1 of the auxiliary sheets but shall not have a page number.

Approval Sheet: In the absence of a dedication sheet this will form the first page and in that case shall not have a page number. Otherwise, this will bear the number two in Roman lower case "ii" at the centre of the footer. The top line shall be:

Dissertation Approval for M.Tech

A sample copy of the Approval Sheet is appended (Specimen `B')

Abstract: The 500-word abstract shall highlight the important features of the dissertation report and shall correspond to the electronic version to be submitted to the Library for inclusion in the website.

Contents: The contents shall follow the Abstract and shall enlist the titles of the chapters, section and subsection using decimal notation, as in the text, with corresponding page number against them, flushed to the right.

List of Figures and Tables: Two separate lists of Figure captions and Table titles along with their numbers and corresponding page numbers against them shall follow the Contents.

Abbreviation Notation and Nomenclature: A complete and comprehensive list of all abbreviations, notations and nomenclature including Greek alphabets with subscripts and superscripts shall be provided after the list of tables and figures. As far as possible, generally accepted symbols and notation should be used.

Auxiliary page from dedication (if any) to abbreviations shall be numbered using Roman numerals in lower case, while the text starting from the Introduction shall be in Hindu Arabic.

The first pages in the both the cases shall not bear a page number.

A Declaration of Academic Honesty and Integrity: A declaration of Academic honesty and integrity is required to be included along with every dissertation report after the approval sheet. The format of this declaration is given in Specimen 'C' attached.

Specimen 'A': Title Sheet
(Title)

Submitted in partial fulfilment of the requirements
of the degree of
(Master of Technology)
by
(Name of the Student)
(Roll No. _____)

Supervisor (s):



(Name of the Department)
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH
(Year)

Specimen `B': Approval Sheet

This dissertation entitled (Title) by (Author Name) is approved for the degree of _____ (Degree details).

Examiners

Supervisor (s)

Chairman (Program Coordinator)

Date : _____

Place : _____

Specimen `C' – Declaration

I declare that this written submission represents my ideas in my own words and where others' ideas or words have been included, I have adequately cited and referenced the original sources. I also declare that I have adhered to all principles of academic honesty and integrity and have not misrepresented or fabricated or falsified any idea/data/fact/source in my submission. I understand that any violation of the above will be cause for disciplinary action by the Institute and can also evoke penal action from the sources which have thus not been properly cited or from whom proper permission has not been taken when needed.

(Signature)

(Name of the student)

(Roll No.)

Date: _____

Specimen `D' – Certificate

This is to certify that the dissertation work entitled "*name of the dissertation*" is a bonafide record of work carried out by "*Mr/Ms name of the student with Roll No.*", submitted to the faculty of "*name of the department*", in partial fulfilment of the requirements for the award of the degree of Master of Technology in "*name of the program*" at National Institute of Technology, Andhra Pradesh during the academic year-----.

Name of the Supervisor

Designation

Department of -----

NIT Andhra Pradesh

ACADEMIC COMMITTEES: FUNCTIONS AND RESPONSIBILITIES

S No	Name of the Committee		Constitution guidelines	Functions
1	POSTGRADUATE & RESEARCH (DAC -PG&R)	<p>There shall be one DAC-PG&R for every department, which is involved in the teaching for any of the PG degree program.</p> <p>The Head of the department will nominate one of the members as secretary.</p>	<p>Chairman: Head of the Department</p> <p>Members: All professors and Associate Professors having Ph.D., and Two Assistant professors having Ph.D on rotation basis for two years.</p>	<ul style="list-style-type: none"> a) To monitor the conduct of all postgraduate courses and course work of M.Tech. program. b) To ensure academic standards and excellence of the courses offered by the department. c) Review and approval of the grades. d) To consolidate the registration of the M.Tech. students and communicate to the course instructors and Dean-Academic. e) To consider any matter related to the postgraduate program(s) of the Department and make a suitable recommendation to the Senate. f) To monitor the progress of research of all the candidates of the Department g) To forward the recommendations of the Doctoral Scrutiny Committee and the panel of External Examiners as recommended by the DSC to the Dean-Academic. h) To take up any responsibility or function assigned by the Senate.

2	CLASS REVIEW COMMITTEE (CRC)	<p>Every Class (group of students registered for a course and taking the course together in a section/class) of the PG Program shall have a Class Review Committee, consisting of Faculty and Students.</p> <p>Tenure: One Semester</p>	<p>Head of the Department / One Senior Faculty of the Department concerned, preferably not associated with teaching of the class, to be nominated by the Head of the Department concerned, to act as the Chairman of the Class Review Committee.</p> <p>All teachers of the class</p> <p>Four students, to be chosen by the students of the class from amongst themselves</p> <p>Faculty advisor of the class (Convener/ Secretary of the Committee)</p>	<p>a) The Class Committees shall meet at least twice in a semester, once after four to six weeks after the commencement of class work and once after two weeks after the mid semester examinations.</p> <p>b) The basic responsibilities of the Class Review Committee are to review periodically the progress of the classes, to discuss problems concerning curriculum and syllabi and the conduct of the classes.</p> <p>c) The class review committee will do a mid-semester review of the performance of the class work two weeks after the mid-semester examinations. The committee will review the performance of the class in mid semester and other exams conducted till that date.</p> <p>d) Each Class Review Committee will communicate its recommendations to the Head of the Department / DAC-PG&R.</p> <p>e) The minutes of each Class Review Committee meeting shall be recorded in a separate minutes register maintained in the parent/teaching department.</p> <p>f) Any appropriate responsibility or function assigned by the DAC-PG&R or the chairman of the DAC-PG&R.</p>
3	DEPARTMENTAL ACADEMIC APPEALS COMMITTEE (DAAC)	<ul style="list-style-type: none"> • There shall be one DAAC for every department. • The Chairman may co-opt and / or invite more members. • If the concerned instructor is a member of DAAC then he/she shall keep himself out of the Committee 	<p>Chairman: Head of the Department</p> <p>Members: Three faculty members of the Department Consisting of 1 Professor, 1 Associate Professor and 1 Asst. Professor.</p> <p>Nominee: One Professor from</p>	<p>a) To receive grievance /complaints in writing from the students regarding anomaly in award of grades due to bias, victimization, erratic evaluation, etc. and redress the complaints.</p> <p>b) To interact with the concerned course instructor and the student separately before taking the decision.</p> <p>c) The decision of the DAAC will be based on simple majority</p> <p>d) The recommendations of the</p>

		<p>during deliberations.</p> <ul style="list-style-type: none"> The quorum for each meeting shall be a minimum of THREE (Professor from outside department is mandatory). 	<p>outside the Department nominated by Dean-Academic</p>	<p>DAAC shall be communicated to the Dean-Academic for further appropriate action as required.</p>
4	DEPARTMENTAL BOARD OF STUDIES (PG&R)	<ul style="list-style-type: none"> All the members must possess Ph. D. The Chairman will nominate one of the members as secretary. The Chairman may co-opt and / or invite more members including external experts while framing / revising the curriculum. 	<p>Chairman: Head of the department Members: All professors and Associate Professors having Ph.D., One professor from allied department, one external expert each from Industry and Academia</p>	<ol style="list-style-type: none"> To develop the curriculum for the postgraduate courses offered by the department and recommend the same to the Senate. The Board of studies is required to meet at least once in two years.
5	Academic Audit Committee – Department (AACD)	<ul style="list-style-type: none"> The duration of the members of the committee will be two years 	<p>Chairman: Professor nominated by Director Members: One Department Nominee Convener: Head of the Department</p>	<ol style="list-style-type: none"> To review the internal audit reports submitted by faculty To recommend corrective measures, if any. To send a consolidated report to Academic Audit Committee – Institute
6	Academic Audit Committee – Institute (AACI)	<ul style="list-style-type: none"> The members of the duration of the committee is TWO years 	<p>Chairman: Director Members: Dean(Academic), Two professors nominated by Director</p>	<ol style="list-style-type: none"> To review the recommendations of AACD of each department To initiate appropriate measures (counseling/ training etc.).