

**RULES & REGULATIONS MANUAL
FOR
POSTGRADUATE PROGRAMMES**



**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR
JLN MARG, MALVIYA NAGAR, JAIPUR-302017 (RAJASTHAN)**

www.mnit.ac.in

YEAR 2022

Disclaimer:

This document is a compilation of various amendments/additions of rules, provisions and procedures approved by competent authorities from time to time since the previous version. Main purpose of preparing this document is to provide a single document for reference for PG and Ph.D. related matters. Though utmost care has been taken in developing this document using the previous version of PG manual as the base document and various orders/approvals available at the Office of Academic Affairs; in case of any conflicting version, the original document approved by competent authority will prevail over this document.

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Abbreviations

BOG	Board of Governors.
BOD	Board of Discipline.
DPGC	Departmental Post Graduate Committee.
DREC	Departmental Research Evaluation Committee.
DUGC	Departmental Under Graduate Committee.
DFB	Departmental Faculty Board
DSC	Departmental Selection Committee.
CC	Curriculum Committee
HoD	Head of the Department.
Dean, Academic	Dean, Academic Affairs
Dean, SA	Dean, Student Affairs.
CGPA	Cumulative Grade Point Average
SGPA	Semester Grade Point Average.
SSPC	Senate Scholarships and Prizes Committee.
MHRD	Ministry of Human Resources Development
DASA	Direct Admission Students Abroad
ICCR	Indian Council of Cultural Relations
SPGB	Senate Post Graduate Board.
SUGB	Senate Under Graduate Board.

Definitions:

Unless the context requires otherwise,

- i. **“Applicant”** shall mean an individual who applies for admission to any Post Graduate (PG) programme of the Institute;
- ii. **“Exchange Student”** shall mean a student who is registered for a Degree in a recognized Institution/University in India or abroad and is officially sponsored by his parent Institution to avail laboratory and other academic facilities or for attending a formal set of courses;
- iii. **“Joint degree student”** shall mean a student who is registered for a pre defined joint degree program at MNIT where formal MOU between MNIT Jaipur and other Institution/University India/Abroad has been signed for such a joint degree program.

- iv. **CGPA** shall mean the cumulative grade point average of a student;
- v. **Council** shall mean the council of the National Institutes of Technologies;
- vi. **Co-ordination Committee** shall mean the committee of the faculty members involved in a course;
- vii. **Course** shall mean a curricular component identified by a designated code number and a title;
- viii. **Course Coordinator** shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and the award of grades;
- ix. **AD (PG)** shall mean Associate Dean, Postgraduate studies.
- x. **SPGB** shall mean the Senate's Post Graduate Studies and Research Board of the Institute.
- xi. **DPGC** shall mean the Post Graduate and Research Committee of the Department;
- xii. **DREC** shall mean Departmental Research Evaluation Committee mean the committee of Academic Staff constituted through DPGC of the department who will council and evaluate the progress of Ph.D. candidates.
- xiii. **Degree** shall mean the Master's degree viz. M. Tech., M.B.A. and such other degrees of the Institute as may be approved by the Board.
- xiv. **Educational Institution** shall mean those institutions which offer Bachelor's and/or higher degrees in Science, Engineering/Technology, management, humanities etc.;
- xv. **Programme advisor** shall mean a teacher nominated by the Department to advise a student on the courses to be taken by him and other matters related to the academic programme;
- xvi. **Full-time student** shall mean a student registered for a PG Degree devoting full time for completing the academic requirements;
- xvii. **GATE** shall mean Graduate Aptitude Test conducted by the Government of India.
- xviii. **Grade Moderation Committee** shall mean the committee appointed by the department to moderate grades awarded by the course coordinators indifferent

- courses in a semester at a given level of a curriculum.
- xix. **“Institute” or “MNIT”** shall mean the Malaviya National Institute of Technology, Jaipur;
- xx. **“Minimum Registration Period”** shall mean the minimum period for which a candidate must be registered for the post graduate degree.
- xxi. **“Part-time Student”** shall mean a student registered for a PG Degree devoting a part of his time towards the completion of the PG programme and a part of his time towards the discharge of his/her official obligations.
- xxii. **“PG”** shall mean post graduate;
- xxiii. **“Scheme of Teaching and Examination”** shall mean the scheme of teaching and examination for a PG programme approved by the Senate;
- xxiv. **“SGPA”** shall mean the semester grade point average;
- xxv. **“SC/ST/OBC”** shall mean the scheduled castes, scheduled tribes and other backward class (non-creamy layer) as notified by the Government of India from time to time;
- xxvi. **“Sponsored Candidate/Student”** shall mean a full-time PG student receiving full financial support from the Sponsoring Organization;
- xxvii. **“Supervisor”** shall mean a member of the academic staff of the Institute, and/or from outside the Institute approved by the DPGC/SPGB, to supervise the student for the designated academic activity.
- xxviii. **“Department”** would mean any academic department or a centre imparting education and/or pursuing research.
- xxix. **“Synopsis”** shall mean the summary of the work done towards PhD thesis which shall be sent to the external examiners for requesting their consent for evaluation.

1. INTRODUCTION

The objectives of the postgraduate programmes - MBA, M. Plan., M. Tech., and Ph. D. at the Malaviya National Institute of Technology Jaipur, India (MNIT) are as follows:

- To cultivate high standard of performance in teaching & research,
- To develop the scientific, managerial and engineering manpower of the highest quality to cater to the needs of the Industry, R&D organisations and academia,
- To provide opportunity to students to do research in cutting edge areas,
- To be a role model and leader of educational Institutions in the country,
- To provide a broad grasp of the fundamental principles of the sciences and scientific, managerial and technological methods through its curriculum,
- To provide a deep understanding of the areas of specialization,
- To provide an innovative ability to solve new and open problems,
- To provide a capacity to learn continually and interact with multidisciplinary groups,
- To develop the students with a capability for:
 - Free and objective enquiry
 - Courage and integrity
 - Awareness and sensitivity to the needs and aspirations of society.
- Doing independent research in their chosen areas

With this end in view, the postgraduate programmes are designed to include courses of study, seminars, project and thesis submission through which a student may develop his concepts and intellectual skills.

The procedures and requirements stated in this manual embody the philosophy of the postgraduate education & research and ensure the highest standards of performance in teaching and research at the Institute. Within this general framework, subject to the approval of the *Senate Post-Graduate Board (SPGB)/Senate*, the various departments/centres **may impose such additional requirements** as will serve their particular academic goals. It shall be ensured that all the Rules and Procedures given in this manual are adhered to and implemented without any change and with all fairness. While considering an issue, if the manual does not specifically mention something, the same shall be forwarded by DPGC to SPGB/Senate for its consideration.

1.1 OFFICE OF THE DEAN ACADEMIC

The office of the Dean Academic (D-Acad), called the Academic Section, is responsible for the implementation of the decisions taken on academic matters by the Senate and the SPGB. Its functions are as follows.

- (i) Receives, processes and maintains all records relating to the undergraduate and post graduate programmes including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees and prizes,
- (ii) Disseminates information pertaining to all relevant academic matters,
- (iii) Issues necessary memoranda/orders,
- (iv) Acts as a channel of communication between the students, instructors, departments/ centres/ interdisciplinary programmes and SPGB/ SUGB with confidentiality.

Academic Section assists the SPGB and its Sub Committees in their functioning.

1.2 POSTGRADUATE PROGRAMMES

A list of PG programmes as approved by BOG/Senate and being offered by the Institution as of today are given in **Annexure VI**.

1.3 CATEGORY OF POST GRADUATE STUDENTS

The PG programmes are offered to various categories of students, which are:

a. Full-time research students/candidates

i) Research students/candidates with assistantship (institute/external)

1. Institute research students/ candidates getting Institutional fellowship, teaching assistantship.
2. Candidates getting assistantship/ scholarship from other Govt./ Semi Govt. agencies. These research scholars receive their fellowship as well as contingency grants, if any, from supporting organizations such as Council for Scientific and Industrial Research (CSIR), University Grants Commission (UGC), AICTE/ MoE-Quality Improvement Programme (QIP), Department of Atomic Energy (DAE), Department of Science and Technology (DST), Department of Biotechnology (DBT), Indian Council of Medical Research (ICMR), DRDO, AICTE and other similar organizations.
3. ICCR awardees (Foreign students) are sponsored by their Governments and awarded scholarship by ICCR, Govt. of India.

They are required to apply for admission through Indian Embassy in their country.

ii) Without any assistantship

1. **Sponsored students:** These students/ candidates are **employees** of a Public Sector Undertaking, a Government Department, a Research & Development organization, or a recognised private industry of repute (approved by SPGB on the recommendation of DPGC), or an Educational Institution, or be a Defence Sponsored Officer.

2. Self-financed (Indian/ Foreign)/ Study leave

- a. **Indian:** This category refers to scholars admitted along with the regular research students through the usual admission procedure but they would not get any financial support from the Institute.
 - b. **Foreign:** These students are admitted through Embassy of the respective Govt. after getting approval from the Ministry of External affairs and no objection certificate from the Ministry of Education, Department of Education, Govt. of India or admitted under an MOU.
 - c. **Study leave:** This category refers to persons who are relieved from governmental or educational institutions on study leave/ authorised leave for a period of not less than three years for pursuing Ph.D. programme.
- b. Part time research student/ candidate (Slow pace)**
- i) **Institute faculty/ staff/ Project-staff:** This category refers to scholars who are permanent/ temporary employees of the institute OR who are working on various projects undertaken by the Institute. They are expected to work for their PG (Senate 27-3.3) programme after fulfilling their normal duties. A faculty member who has opted for supervisor(s) outside their department shall have an option to register in either the main supervisor's department or their own department subject to the recommendation of his/ her supervisor(s).
 - a. MNIT staff/ faculty doing Ph.D. shall be considered as supernumerary for the purpose of counting the total number of Ph.D. candidates registered under a supervisor.
 - b. MNIT staff enrolled in the any PG/ Ph.D. programme in the institute shall have to pay the fee as applicable in the case of faculty. However, in case of the staff faculty employed on temporary basis on deputation in the institute this fee structure shall be applicable only till he or she is serving in MNIT and after that the fee structure applicable to the outside candidates shall be applicable to him/ her. **(Senate 31-4.6)**
 - c. All the Teaching/ Non -teaching staff employed on temporary / permanent / contractual basis in MNIT would have to compensate for the time utilized by them in doing their course work / research work by working for the corresponding duration beyond office hours as per the directions of their respective Head of the Department. A written communication in this respect shall be made to the employee by his/ her concerned Head of the Department and a copy of the same shall be sent to Academic Section for record.
 - d. The concerned employee shall give an undertaking stating that he/ she shall compensate for the time utilized by him/ her for pursuing Higher studies in the institute and would also ensure

that the official duties / responsibilities assigned to him/ her are not hampered because of his/ her studies .

- e. The Competent Authorities for grant of NOC to the concerned MNIT employee to pursue Higher studies in the institute shall be as under:

S. No.	Category of Employee	Competent Authority for grant of NOC
1.	Permanent employee Faculty	Director on the recommendation of the concerned Head of the Department
	Non- Teaching Staff	Registrar on the recommendation of the concerned Head of the Department
2.	Staff on deputation (Teaching & Non-Teaching staff)	The staff shall have to submit NOCs from the following authorities: Parent Department of the employee and Registrar on the recommendation of the concerned Head of the Department
3.	Research Project Staff	Dean (R&C) on the recommendation of PI through concerned HOD
4.	Contractual staff (Teaching / Non- Teaching)	The staff may not be granted NOC to pursue Ph.D in the institute if : The period of contract is less than 3 years Or Balance period of contact on the date when the staff applies for Ph.D program is less than 3 years.
5.	Guest faculty	Since Guest faculty is appointed for a period of six months hence, they are not eligible to pursue higher studies while working in Institute.

(Senate 32-3.4)

ii) External candidates (sponsored)

Scholars from Academic Institutions/ Public Sector Undertaking/ Government Department/ Research & Development Organization/ private industry etc. This category refers to scholars belonging to Academic Institutions/ Public Sector Undertaking/ Government Department/ Research & Development Organization/ private industry etc.

iii) Executive/ Professional

- a. Only candidates working in following organizations shall be considered:
- i. Government organizations/ laboratories

- ii. PSUs and
 - iii. Reputed companies, i.e. Companies having an annual turnover of Rs. 50 Crores or more
- b. Candidate should have following educational qualification and experience
 - i. Post-graduate degree with at least 12 years professional experience
 - ii. B.Tech. degree with at least 15 years professional experience
 - c. The candidates should have demonstrated research potential through research papers in reputed journals/ conferences or patents, or technology transfer/ deployed.
 - d. The course credit requirement would be as per the current practice for Part-Time candidates.
 - e. The minimum residency requirement for such candidates will be of one semester.
 - f. All other conditions shall be as per the PG Rules and Regulations of MNIT Jaipur.

iv) MNIT SCHOLAR SCHEME

1. The Scheme would be open to top 10% students of the B.Tech./B.Arch. course at MNIT. Students who have graduated in last three years shall be eligible to apply. The minimum CGPA of the student should be 8.5 on a ten point scale. The selection shall be made on the basis of CGPA only. For SC/ST students the CGPA criteria is relaxed to 8.0 from 8.5 and criteria of rank is relaxed to top 15% instead of top 10%.
2. The student shall have an option to register in Ph.D. program of the institute in research area and supervisor of his/her choice. The candidate shall submit a detailed research plan alongwith his/her application approved by the supervisor through Departmental Selection Committee.
3. The faculty supervisor shall have to induct one Co supervisor from IIT's, IISc or reputed Universities abroad (within first semester) and preferably with whom the Institute has Memorandum of Understanding or included in the list of top 200 top ranking Institutes in the world according to any established ranking system. The Slots of the supervisor would be over and above the number of research scholars attached with the faculty members normally.
4. MNIT Scholar shall take up regular teaching load of maximum 7 hours a week in any practical/tutorial class. Supervisor shall also play a role of mentor for the student in teaching. The Scholar would participate in all regular activities of the Department/ Institute.
5. Duration of the scheme is five years. The scheme is for Ph.D. degree only.
6. The student shall get a scholarship of Rs 50000/- per month. This may be suitably revised by the senate from time to time. He shall be provided with office space, and necessary facilities. He would also be allowed to attend one national conference every year and one international conference once in five years. If the external supervisor is ready to host him for one or two

semester the scholar shall be permitted to attend one or more semesters in the institution of the external advisor.

7. Initially it is proposed to have five such scholarships in each Engineering/ Architecture Department. This may be revised by the senate from time to time.
8. Since the MNIT scholar is taking substantial teaching load and participating in all the activities in the Institute, expenditure on this account may be made initially from "Non plan grant" of the Institute. He shall work against one of the vacant faculty positions of the Institute.

(Senate-35-3.7)

c. Off campus

This category refers to scholars, after completion of comprehensive examination- the DPGC may allow the scholar to register for Ph.D. under joint supervision of the Institute (internal) and parent organization (External) supervisor(s), where she/ he will be doing the research work (at his/ her parent organisation). They shall produce sponsorship certificate from the parent organization along with the application for admission.

The Senate Post-Graduate Board (SPGB), established by the Senate, operates through the Departmental Post-Graduate Committees (DPGCs) to administer all aspects of the programmes. The constitution, jurisdiction and functions of the SPGB and the DPGC are given in below.

1.4 SENATE POST GRADUATE BOARD (SPGB)

1.4.1 Constitution of SPGB

The Senate Post Graduate Board (SPGB) shall have the following constitution:

1. Dean Academic Member
2. Associate Dean (PG) Convener
3. Associate Dean (UG) Member
4. Convener of DPGC from all Departments Member
5. Six additional members Member
 - Immediate past chairperson of SPGB (if not otherwise a member),
 - Senate Under Graduate Board (SUGB) chairperson,
 - Two students, one each from Ph.D. and M. Tech./ M. Plan. Programmes and nominated for the purpose among the class seniors on the basis of merit. The student members shall be nominated by the Dean Academic.
 - Two nominees of Chairperson Senate.

Chairperson of the SPGB shall be nominated from amongst the members by the Chairperson Senate.

The maximum tenure of the Chairman, SPGB will be two years. (41-Senate/ 90)

1.4.2 Jurisdiction of SPGB

The Senate Post Graduate Board shall have jurisdiction in the following matters concerning the postgraduate programme of the Institute:

- (i) the recommendation of new courses of instruction,
- (ii) formal approval of the new course of instruction,
- (iii) desirable modification of courses already approved,
- (iv) the credit value of courses,
- (v) the admission of qualified students to candidacy for degrees,
- (vi) the rules governing the form of presentation and disposal of theses,
- (vii) the conduct of oral and written examinations,
- (viii) periodic evaluation of academic performance of programmes,
- (ix) periodic evaluation of research conducted,
- (x) recommendations for granting of degrees,
- (xi) In such other related matters as may be referred to it by the Senate.

1.4.3 Functions of SPGB

The functions of the SPGB shall consist primarily of general policy determination, coordination and review, but the Senate shall retain the power of final review. In the discharge of its responsibilities the board shall make full use of the appraisals and recommendations of the various academic departments/ centres concerned. This board shall be assisted by the Departmental Postgraduate Committees of various departments/ centres (DPGC).

Frequency of meeting of SPGB should be minimum four meetings per academic year.

1.5 DEPARTMENTAL POST GRADUATE COMMITTEES (DPGC)

1.5.1 Constitution of DPGC

Each department/ centre/ interdisciplinary programme (approved by the Senate) shall have a Departmental Post Graduate Committee (DPGC). DPGC shall have the following constitution:

1. Convener, to be nominated by Department Faculty Board (DFB)
2. The Head of the Department (HoD),
3. Convenor DUGC and
4. Six faculty members to be chosen from the Department; [In case there are not sufficient faculty members, Chairman Senate may nominate adjunct faculty from other departments of the institute]
5. One faculty member from other department/ interdisciplinary programme to be nominated by Chairman Senate and

6. Two students, (one from the Ph.D. and other from one of the PG programme). If M. Tech./ M. Plan. Programme does not exist then both shall be from the Ph.D. programme. The student members shall be nominated for a period of one year by the HoD.

The DPGC Convener shall be nominated by the faculty board of the department for a term of two years. The duration of the committee shall be two years. The fifty percent of the initial members of the committee shall be replaced after one year.

1.5.2 Responsibilities of DPGC

The DPGC is responsible for the following.

1. Supervision and conduct of lecture, tutorial and practical classes.
2. Supervision and conduct of class tests, quizzes, practical tests, end semester examination, thesis work, seminar and project presentation and ensuring its quality.
3. Monitoring of quality of instructions to students.
4. Appointment of supervisors of M. Tech./ M. Plan. And Ph.D. candidates.
5. Admission in P.G. programmes at departmental level.
6. Monitoring the quality of research.
7. Proposing and implementing new courses and program as approved by BOG / Senate.
8. Monitoring daily attendance of all PG and research students.
9. Recommending for release/ continuation of assistantship on monthly basis based on attendance and weekly workload of PG/ Ph.D. students.
10. Attending to the problems of students and advising, counselling them in academic matters
11. Acting as Student Grievance Committee
12. Any other work assigned to it by SPGB / Senate.

The DPGC is expected to have its meeting regularly and to keep record of its decisions. Frequency of meeting of DPGC shall meet at least 6 times in an academic year.

2. ADMISSIONS

2.1 ACADEMIC SESSION

The academic session of the PG Programmes is divided into two semesters (odd and even). The odd semester will normally commence around July every year, and the even semester around December every year. Departments/ centres may choose to admit students in both the semesters for which the reasons should be communicated to the Senate.

2.2 ADMISSION CALENDAR

1. The admissions to the M. Tech./ M. Plan. and Ph.D. programmes may be made in either or both of the two regular semesters. The Head of the Department in consultation with DPGC concerned may take the decision in this regard.
2. Admissions to the M. Tech./ M. Plan./ MBA and Ph.D. programmes are normally made in May/ June for the first semester and in November/ December for the second semester. The Dean Academic (DA) shall notify the academic calendar for each semester after due approval of senate.

2.3 ELIGIBILITY FOR ADMISSION

1. The eligibility conditions given below are the absolute minimum. Departments/ centres may prescribe any requirements over and above these, subject to the approval of the SPGB.
2. The "specified minimum" CGPA/ marks implies a minimum of 6.5 on the 10 point scale (60% marks, only where CGPA is not awarded) for M. Tech./ M. Plan. and Ph.D. with a relaxation for SC/ ST implying minimum of 6.0 on the 10 point scale (55% marks, only where CGPA is not awarded)
3. Reservation policy as prescribed by Government of India/ MoE from time to time shall be applicable.

2.3.1 M. Tech./ M. Plan. (Full-Time)

The applicant must have a Bachelor's degree in Engineering/ AMIE in appropriate discipline or a Master's degree in appropriate discipline with specified minimum CGPA/ marks, as discussed above.

2.3.2 M. Tech./ M. Plan. (Slow Pace)

In case of Slow Pace M. Tech./ M. Plan. Programme

- i. The applicant must have a Bachelor's degree in Engineering/ AMIE in appropriate discipline or a Master's degree in appropriate discipline with specified minimum CGPA/ marks, as discussed above.
- ii. At least one year regular service in the institute for working employees of MNIT.
- iii. Candidate working under various sponsored projects in MNIT.
- iv. Employees working in any Govt. organization/ Recognised private institutions.

Clause (i) and (ii) is applicable to working regular employees of MNIT. Clause (i) and (iii) is for employees working under various sponsored projects in MNIT. Clause (i) and (iv) will be

applicable for those employees working in any Govt. organization/ Recognised private institutions.

The department shall be responsible for deciding the equivalency and relevancy of discipline for a candidate seeking admission in a particular M. Tech./ M. Plan. Programme.

2.3.3 Doctor of Philosophy

2.3.3.1 Ph.D. in Engineering/ Architecture Discipline

The applicant must have a Master's degree in Engineering/ Technology/ Architecture with CGPA not below 6.5 on a ten point scale or 60% marks (Where CGPA is not awarded). In exceptional cases brilliant candidates with CGPA of more than 8 (41-Senate/ 189 dated Apr 20, 2021) in Bachelors degree in Engineering/ Architecture may be recommended by DPGC to SPGB for admission in Ph.D. program. However, only students graduated from CFTIs and other institutes with NIRF ranking up to 100 shall be considered eligible for admission under this scheme. (41-Senate/ 189 dated Apr 20, 2021). Such candidates having, sufficient experience in the relevant area and publications in refereed conferences/ journals as notified by DPGC, may also be considered. Major deliberations shall be expected from various departments while admitting any student directly on the basis of B.Tech./ B.Arch. only.

2.3.3.2 Ph. D. in Humanities and Social Sciences

The applicant must have the master degree in the relevant field of Humanities and Social Science (Senate 25-3.2) with CGPA not below 6.5 on a ten point scale or 60% Marks (where CGPA is not awarded).

2.3.3.3 Ph. D. in Management

The applicant must have the MBA preferably with engineering background/ M. Tech./ M. Plan. with CGPA not below 6.5 on a ten point scale or 60% marks (where CGPA is not awarded).

2.3.3.4 Ph. D. in Applied Sciences (Physics/ Chemistry/ Mathematics)

The applicant must have a Master's Degree in the relevant Science subject with CGPA not below 6.5 on a ten point scale or 60% marks (where CGPA is not awarded).

2.4 ADMISSION PROCEDURE

For M. Tech./ M. Plan., in case of centralized admission, candidate must follow the procedure given by Centralized Counselling for M. Tech. (CCMT). M. Tech. / M. Plan./ Ph.D. admission of QIP Poly candidates should be as per the procedure laid down by organization conducting such admissions. For M. Tech./ M. Plan. (non GATE as well as part time)/ MBA and Ph.D., the applicants shall apply for admission on the prescribed forms/ online portal available on the website of the institute. The admissions to non-GATE candidate can only be offered, in case

there is a vacancy remaining after the process of admitting candidates with GATE score is completed. The duly completed application must be sent directly to the Head of the concerned department/ centre/ programme.

1. All admissions shall be made only after approval of the Chairperson, Senate on the recommendations of the duly constituted Departmental Selection Committees (DSC) and Chairperson SPGB. The DSC shall consist of at least four faculty members, at least one of whom shall be from another department/ interdisciplinary programme. The constitution of the selection committee will be proposed by the DPGC and approved by Chairperson, SPGB.
2. Departments/ centres shall constitute Selection Committees for one year starting from first of September every year for selection of the candidates, belonging to different categories, viz., Sponsored, Regular, QIP, etc.
3. Admission to the M. Tech. / M. Plan. Programme may be made directly based on the GATE scores of the candidates and performance in the qualifying examination, and in addition, the candidates may also be called for written tests and/ or interviews if the department so desires. The selection criteria shall be communicated to SPGB depending upon the response of the candidates. In case of CCMT common to NITs, this selection procedure will be as per CCMT procedure.
4. Admission to the Ph.D. / MBA/ Part time M. Tech. / M. Plan. Programmes will be based on written test and/ or interview/ presentation of the candidates short listed by the DSC. If good quality candidates are not available in this category, DPGC may decide to admit FT sponsored students in place of Part Time students.

The requirement of written test for admission in Ph.D. programme is waived-off for the candidates who have cleared the UGC NET/CSIR/DST Inspire (with scholarship) or any other national examination offering scholarship. However, such candidates will be required to appear for the interview and if selected, they may be offered the Ph.D. programme at MNIT Jaipur. No Institute assistantship will be given to such students from the Institute funds.

(Senate 43-5.1)

5. The admission of Scheduled Castes/ Scheduled Tribes candidates will be decided without comparing them with the general category candidates.
6. The selected candidate, who has completed all the examinations including project/ thesis examination and the viva voce before the date of registration but is unable to produce the certificate in proof of having passed and secured the minimum specified qualifying marks, may

be considered for provisional admission. However, if admitted provisionally, they will be required to produce the evidence of their having passed (or at least appeared in) the qualifying degree examination by the last date of registration, failing which the admission may be cancelled.

7. The provisions in para 6 above shall not be applicable in the case of M. Tech. / M. Plan./ MBA student of this institute, who has been provisionally selected for admission to a Ph.D. programme. Such students will be admitted to the Ph.D. programme subject to the condition that they must have successfully completed all the prescribed requirements including acceptance of their Thesis/ Project in a particular semester by the last registration date as specified in the academic calendar.
8. On approval by the Chairperson, Senate, the Head of the Department will issue the admission letters to the candidates, who may accept the offer of admission by depositing the prescribed fee before the specified date.
9. In case a candidate does not accept the offer by paying the prescribed fee by the specified date, the offer of admission may stand withdrawn, and the admission may be offered to the candidates in the waiting list, if any, in order of merit.
10. The offer of admission may also stand withdrawn if the candidate who has accepted the offer fails to register by the date for last registration.
11. Admission in an M. Tech. / M. Plan. Programme shall be made only if there are at least 4 (Four) candidates. In case of slow pace M. Tech. / M. Plan. Programme, the total number of candidates shall as per Institute rules. There shall not be any separate classes for slow paced M. Tech. / M. Plan. then their classes shall take place along with the regular M. Tech. / M. Plan. courses.
12. For Ph.D. admissions in the category - Executive/Professional, the candidate will be required to make a research proposal presentation to the DFB. Thereafter, the Chairman of the Departmental Selection Committee (DSC) will send the DFB's recommendation to the Office of Dean Academic (ODA).

The following committee will conduct the interview of the candidate

- | | |
|------------------------------------|-------------|
| a. Dean (Academic) | Chairperson |
| b. Dean (Research and Consultancy) | Member |
| c. Head of the Department | Member |

The recommendation of the above committee will be approved by the Chairman, Senate for the selection of the candidate.

13. Admissions to Ph.D. category for Full Time (without Scholarship) is discontinued from academic year 2022-23.

Approved categories of PhD Admission at MNIT Jaipur along with admission requirements is as follows:

Sr.	Category	Full Time/ Part Time	Exam	Interview	Experience	NOC\ Consent	Institute Scholarship	GATE/ UGC-NET/ National Level Exam
1.	Full Time with scholarship	Full Time	✓	✓	X	X	✓	✓
2.	Full Time with own scholarship		X	✓	X	X	X	✓
3.	Full Time Sponsored		✓	✓	✓	✓	X	X
4.	Off Campus (beyond 70 km from Jaipur) Sponsored (PT)	Off Campus	✓	✓	✓	✓	X	X
5.	Part Time	Part Time	✓	✓	✓	✓	X	X
6.	Project Staff (PT)		✓	✓	X	✓	X	X
7.	Faculty (PT)		✓	✓	✓	✓	X	X
8.	Staff (PT)		✓	✓	✓	✓	X	X
9.	Executive/Professional		X	✓	✓	✓	X	X

(Senate 44-3.2)

2.4.1 Ph. D. Advertisement Procedure

Prior to putting an advertisement for admitting Ph.D. students, each department should compile information regarding available slots of each supervisor; his/ her respective areas of work etc and make it available for inclusion into admission information brochure. The short-listing of applications for the purpose of admission will be done by the DPGC of the concerned department. If considered necessary, the DPGC of the concerned department may set the short listing criteria higher than the minimum eligibility defined at under section 2.3.3 (Ph.D. admission eligibility) and take prior approval of chairperson, SPGB before admission/ selection process is initiated. Thereafter, the candidate will be assessed for admission through written test and interview by each of the department. After selection, department should also immediately allot the slot against which the candidate has been selected, thereby also selecting the supervisor(s) for the candidate.

2.5 ADMISSION OF CANDIDATES UNDER QUALITY IMPROVEMENT PROGRAMME (QIP: COLLEGES AND QIP: POLY.)

The procedure and requirements for admission of QIP candidates will be as per the prescribed existing procedure. These candidates will have to satisfy the prescribed minimum marks and qualification as laid down in section 2.3.

2.6 ADMISSION OF INDIAN NATIONALS RESIDING ABROAD (INRA), DASA AND FOREIGN NATIONALS

1. All admission of foreigners/NRI/PIO/OIC in PG and Ph.D. should be in conformity with the Government of India rules. (Senate-37-3.15)
2. INRA candidates must have been residing abroad continuously for at least three years at the time of applying for admission. Their applications may be processed by the DSC as and when they are received or according to any schedule convenient to the department. The applications should be scrutinized to make sure that, both in terms of qualifications and attainment; they are comparable with the candidates admitted in the general category.
3. The applications of foreign nationals, who are sponsored by the Indian Council of Cultural Relations (ICCR)/ MoE will be scrutinized by the department concerned to assess their suitability for admission to the programme. The Department's Selection Committee recommendation shall be sent to the Chairperson, Senate through the Chairperson, SPGB.
4. The applications of non-sponsored foreign national candidates will also be considered for admission to the postgraduate programmes. Such candidates who are in India and are seeking admission to the M. Tech./ M. Plan. Programme must satisfy the same GATE requirements (if eligible to take it) as the candidates in the general category. However, application of a candidate who is in India and has not been able to take GATE for valid reason will be considered by the DSC concerned on its merit.

2.7 ADMISSION OF SPONSORED CANDIDATES

1. A candidate who is sponsored for either Full time (FT) or Part time (PT) studies at MNIT by his/her employer and who meets the additional conditions specified below may be admitted through the Dept. Selection Committee appointed as per clause 2.4 sub-clause 2.
2. A Sponsored candidate full time or part time must have total experience of more than 2 years and in case of full time sponsored candidate he/ she must have been in service of sponsoring organization for at least one year at the time of admission (***Senate 28-3.5***). The sponsoring organization must specifically undertake to relieve him/ her to pursue the programme for its full duration. The sponsored candidates are required to submit No Objection Certificate (NOC) from their employer/ organization stating that:

- i. His/ Her official duties permit him/ her to devote sufficient time for M. Tech./ M. Plan./ Research. Candidate should give undertaking that he would fulfil the attendance requirements of all the courses undertaken by him for fulfilment of the course pursued.
 - ii. She/ he will have to reside in the institute for a period of not less than one year during his/ her registration for the degree. However, this condition can be relaxed for a candidate working in or around Jaipur (within a radius of 70 KM).
1. M. Tech./ M. Plan. Residency requirement of 1 year for doing complete course work
 2. Ph.D Residency requirement until completing candidacy requirement

2.8 ADMISSION TO OFF CAMPUS PROGRAMME FOR PH.D.

1. A candidate working in an R&D establishment or in other institution / organisation, which is equipped with the necessary infrastructure for carrying out research and library facilities, may be considered by Senate, for admission only to the Ph.D. programmes in Engineering, Architecture, Management, and Sciences. Such a candidate must be sponsored by his/ her employer and must have been in employment with the sponsoring organization for at least 2 years at the time of admission. The Institutions eligible for Off Campus must be recommended by DPGC and approved by SPGB.

The employer must expressly undertake to relieve him/ her to stay on the campus to enable the candidate to complete the "Course work", "Comprehensive" and "State of Art" seminar and at the end of every semester for the semester evaluation.

2. A candidate applying for admission to the off campus registration programme must provide detailed information about the research facilities available at his/ her organization and a certificate that these would be available to him/ her for carrying out research. She/ he should also provide the bio-data of the prospective supervisor/ coordinator who would supervise/ coordinate the candidate's work at his/ her organization if required.
3. On the recommendation of the DPGC, and SPGB, the Chairperson Senate may approve the admission.
4. **However SPGB on the recommendation of DPGC may waive off minimum residence requirement to stay on campus in lieu of his earlier research work.**

2.9 ADMISSION OF NON-DEGREE STUDENTS

1. A non-degree student is a student who is registered for a degree in any other recognized institute or university in India or abroad, and who is officially sponsored by that institute or university to complete part of his/ her academic requirements at MNIT. For that purpose the

non-degree student may carry out Research/ Course work/ and use other academic facilities as agreed upon in MoU with those Institutes/ Organizations.

2. Students so admitted will be governed by all rules, regulations and discipline of the Institute.

3. **Category-I Indian Student (Without MoU)**

- i. In case the stay of the student(s) in MNIT is for a period less than a semester- The information of the student shall be communicated to Dean (Academic Affairs) and Dean (SW) office. The concerned Head of the Department shall assign a host faculty to take care of student for the entire period of his/ her stay at MNIT.
- ii. In case the stay of the student(s) in MNIT is equal to or more than one semester a prior approval of Dean (Academic Affairs) has to be obtained in this respect.
- iii. In any of the case listed above,
 - If it requires the student to stay on campus -charges as decided by the committee below shall be applicable to the student.
 - If no coursework is involved, as the student shall be utilizing the lab facility/ library/ Internet facility of the Institute hence, the charges as decided by the committee below shall be applicable to the student.
 - However, if coursework is involved, the fee structure as decided by the committee below shall be applicable to the student.

Constitution of the committee

Dean (AA)	Chairman
Chairman SUGB/ SPGB	Member
AD PG/ UG	Member
HoD of the concerned Dept	Member
DPGC/ DUGC convener of the concerned Dept	Member
Chief Warden	Member
(In case requires stay in hostel)	
Dean (SW)	Member

Dean (SW) may issue a visiting ID card to the student/ visitor with a copy to institute security.

4. **Category -II Foreign Student (without MoU)**

Such cases shall be dealt by the above committee on case by case basis. Necessary papers of communication (including email etc.) should be sent by the internal faculty mentor through

the concerned HoD to the above said committee for assessment of the case. The committee may seek further clarifications if need be from the proposed host faculty. The student/ host faculty would be required to submit the following to the committee:

- Official clearance from the host country and affiliating University.
- MEA, MHA and/ or MoE clearance for the visit of the country (since MNITJ will need to issue a visa support letter to the visitor).
- Medical clearance etc.
- Any other requirement deemed to be fulfilled for such students as laid down by the said committee.

The student would require to pay fee as decided by the above said committee (on case by case basis depending upon the fact that it would require course work or not). Further, charges (if any) for the facilities to be used by the student, may either be paid by the student or may be debited from the project funds of the host faculty member on his/ her request/ written consent.

The above conditions need be applied only in category I & II (i.e. cases not covered by any of the standing MoUs of MNITJ with Indian/ foreign Institute(s).

5. **Category-III in case of MoU between MNITJ & the Sponsoring Organization/ Institute**

In case there is a standing MoU between the MNITJ and the sponsoring organization/ institute (Indian/ Foreign partner):

- i. Student(s) should be cleared at the department level itself if no credit transfer is envisaged with information to Dean (AA) and Dean (SW) offices through MNITJ host faculty of the student and concerned HoD.
- ii. In case it involves course/ research work at MNITJ, as part of Institute MoU, then the student shall be asked to register for the courses as per MNITJ norms.

The fee and other charges to be paid by the student(s) shall be governed by the clause(s) of the MoU.

6. **Category-IV In case of a Collaborative Project Between MNIT & the Sponsoring Organization/ Institute**

In case off any student who is on visit for some taught course/ research work at MNIT as part of collaborative project(s), then he/ she will need to process due diligence with PI and Head of

the concerned department only if it does not involve any credit transfer. It expected that his/her stat and accommodation shall be covered by MNITJ PI through respective project.

Notwithstanding the rules mentioned above, in all the cases involving an outside student/scholar visiting MNITJ for course work/ research work/ project work, the final approval rests with Chairman Senate & Director MNITJ. (Senate 31-5.3)

2.10 ADMISSION OF SENIOR INTERNAL FACULTY MEMBERS OF MNIT JAIPUR

To consider the Ph.D. process for Senior Internal Faculty members of MNIT Jaipur.

In order to encourage and motivate senior faculty members to do Ph.D. degree from the institute, the following guidelines were approved by the Senate after detailed deliberations:

1. The process is applicable to all the faculty members of MNIT (or erstwhile MREC) having minimum of 15 years of teaching experience and also they must have involved in teaching Masters level courses for at least two years at MNIT (or MREC) Jaipur.
2. The faculty member would submit a Ph.D. proposal to the supervisor who is a regular faculty member of the Institute and is actively involved in Ph.D. supervision. In order to encourage interdisciplinary research the faculty member shall be permitted to opt for supervisor from any department or centre in the Institute. This candidature of the faculty shall be over and above the regular slots of the faculty supervisor. There shall be no need for the faculty member to get a No Objection Certificate (NOC) from the Institute. Though, this submission can be done anytime of the year, submission in synchronization with academic calendar should be encouraged by the supervisors.
3. Supervisor would form a DREC comprising of at least three more faculty members of the Institute all of them having a Ph.D. degree.
4. DREC would conduct written exam and interview and based on its recommendation Dean Academic would allow registration of the faculty member for the Ph.D. programme at MNIT Jaipur.
5. As per decision of 13th senate, there would be no requirement of course work.
6. At the end of every semester Ph.D. registered faculty member would make presentation of the progress of the work to the DREC. On Satisfactory report of DREC the faculty member shall be allowed registration in the next semester.
7. Comprehensive examination (Oral and written) shall be conducted by the supervisor in consultation with DREC as per PG regulations of MNIT Jaipur.

8. Minimum and maximum time required to submit the thesis would be as per regular candidates.
9. In case the supervisor is not in position to supervise due to retirement, change of job or any other valid reason new supervisor shall be appointed by Dean Academic Affairs based on the recommendation of DREC.
10. Examination and evaluation process of the Ph.D. thesis would remain the same as that applicable to existing doctoral students as per PG regulations.
11. Fee as applicable to faculty members of MNIT Jaipur shall be charged from the faculty members in these cases.
12. Any other issue regarding Ph.D. of faculty members shall be dealt by Academic Affairs Committee and shall be implemented after taking permission of chairman senate.

(Senate 34-3.9)

2.11 TYPE OF PH.D. STUDENT / SCHOLARSHIP AND SLOT COUNT

Type of Ph.D. student / Scholarship	Slot Count
Institute Fellowship	Yes
QIP candidate	Yes
JRF/ SRF (under research project)	No
Scholarship from Research Projects funded by External Agency for Supervisors and all Joint Supervisors	No
Institute Faculty/ Staff/ MNIT Scholar	No
Part-Time	Yes
Student of other Institute/ University guided by MNIT Faculty	Yes (Half slot to be counted)

(Senate 35-1.0)

2.12 REFUND OF CAUTION MONEY AND ISSUE OF CHARACTER/ MIGRATION CERTIFICATE

1. The institute caution money shall be refunded to the Post Graduate/ Ph.D. student only on his/her successful completion of the enrolled program.
2. Only those students who complete the programme shall be eligible to get "Character Certificate" and "Migration Certificate" from the institute on demand.
3. All the students who enroll in their respective P.G. / Ph.D. programmes with Institute assistantship shall have to submit an "undertaking" on a prescribed format (on a non-judicial stamp paper of Rs. 50/- duly signed by a Notary).

(Senate 32-3.8)

3. FINANCIAL ASSISTANCE

1. The Institute may provide financial assistance to postgraduate students in the form of teaching or research assistantships (referred to as Institute Assistantship). Assistantships are awarded on a semester to semester basis for a period of up to four semesters for M. Tech./ M. Plan. students and up to Ten semesters for Ph.D. students (Senate 34-3.3). The stipend for the assistantship is paid at the approved rates as notified by AICTE/ MoE from time to time. A student is expected to devote about eight hours per week towards job(s) assigned to him/ her by the department. The renewal of assistantship is contingent on the student's satisfactory performance in the academic programme and in the satisfactory discharge of assistantship duties as assigned to him by the department.
2. Some financial assistantships in the form of research assistantships may also be available from sponsored research projects. Additional assistantships in the form of scholarships, fellowships, etc. may be available through other organizations, such as, the Council of Scientific and Industrial Research (CSIR)/ University Grant Commission (UGC) / Department of Atomic Energy (DAE)/ DST/ MoE/ Corporate Houses etc
3. A student on teaching/ research assistantship may also be reimbursed some contingency expenses as per the approved terms and procedures to be notified from time to time by the institute. The reimbursement for a M. Tech. / M. Plan. student is done only once at the time of end of his programme, and for a Ph.D. student annually for the first four years of his/ her programme, if she/ he is on an Institute Assistantship.
4. In addition to the students admitted with financial assistance, students may also be admitted to the M. Tech. / M. Plan./ Ph.D. programmes on a self financing basis.
5. GATE score will be mandatory for admission to Ph.D. program (with Institute Assistantship) in Engineering and Sciences. The GATE score should have been acquired either within past three years or the candidate should have completed respective Master's degree with a valid GATE score.
6. For admission to Ph.D. program with Institute Assistantship in the Departments of Management Studies and Humanities & Social Sciences, UGC NET shall be mandatory,
(Senate 43-3.4)
7. GATE score will also be acceptable for admission to Ph.D. program (with Institute Assistantship) in Humanities and Social Sciences. (Senate 46-3.8)

8. In respect of PG/ Ph.D. students whose assistantship is stopped on account of CGPA not meeting the prescribed norms:

The date of declaration of the semester examination result of a Semester shall be considered as a rider for terminating / reviving the Institute Assistantship in respect of following categories of students:

- i) The student is terminated from the respective program on account of CGPA less than 5.5 for M. Tech./ M. Plan. and 7 for Ph.D.
- ii) The scholarship terminated on account of CGPA less than 6 (i.e. between 5.5 - 6) for M. Tech./ M. Plan.
- iii) For a M. Tech./ M. Plan. Student whose Institute Assistantship is stopped in a particular semester due to CGPA less than 6 (but above 5.5), & attains CGPA more than '6' in the subsequent semester. The Institute Assistantship may be revived from the date of declaration of result of that semester when the CGPA requirement of scholarship is met.

(Senate 32-5.1)

3.1 CONTINGENCY AND TRAVEL GRANT

All contingency grant or travel grant for M. Tech. / M. Plan. or Ph.D. students shall be governed by MoE provisions for such grants and shall be disbursed as and when the amount is received for the purpose from the funding agencies.

(Senate 34-3.2)

4. REGISTRATION

A student is mandatorily required to register in person each semester for the courses that she/he intends to pursue in that semester. The registration process involves following three steps.

- i. Submitting a duly approved course programme to be followed in the semester in the prescribed registration card. This may also include an online procedure applicable from time to time, may be exclusively on-line in future.
 - ii. Payment of fees for that semester and clearance of any outstanding dues of the previous semester.
 - iii. Signing on the registration register in person.
1. All students who are not on authorized leave must continue to register in the following semester till they submit their thesis.

2. Ph.D. student, who has submitted his thesis and is waiting for the defence of the thesis, will register for zero units. He may, however, apply for leave from the Institute with permission to defend thesis while on leave. He will register with very nominal fee as applicable time to time.

The nominal fee shall constitute following component of the Institute fee applicable to the Ph.D. students (from time to time) for registration in a semester in a zero units to be continue to be on rolls of the Institute till he/ she is awarded Ph.D. degree.

1. Admission/ processing fee
2. Examination fee
3. Insurance

Such students would on leave and they will be permitted to register in a semester in absentia (i.e. exemption to be given from registration in person) by sending scanned copy of Institute fee paid by him/ her and signed copy of request letter for registration, to be forwarded through his/ her Supervisor and DPGC Convener. (Senate 32-4.5)

3. In very special cases, a student who has completed all the experimental work and analysis related to the thesis and has completed his Open Seminar successfully and has got a job or has joined back his organization and is on authorized leave, the SPGB on the specific recommendations of the DPGC may allow submission of thesis.
4. On the recommendation of the DPGC and the approval of the SPGB, the employee of MNIT and/ or QIP student registered for the Ph.D. programme who has completed the thesis unit requirements and the prescribed residence requirement, may not register in the following semester, provided they have completed experimental work related to their thesis and Open Seminar successfully. However, they will be required to submit their thesis within six months of such authorised leave (specified in section 7.1).
5. If maternity leave (granted before the date of registration) extends beyond the date of late registration and expires before the end of seven weeks from the specified date of registration in a given semester the student will be allowed to register only for thesis units. The number of units that a student will be allowed to register will be worked out on a pro-rata basis by DPGC.
6. The student in the off campus registration programme can register during the period starting one week prior to the end of the previous semester till the late registration date provided she/ he has been awarded grades for the previous semester.

4.1 LATE REGISTRATION

If for any compelling reason like illness, a student is unable to register on the day of registration, she/ he will be allowed to register till the last date of registration specified in the academic calendar (which is about one week from the date of registration). Any student registering late will be required to pay a late fee as decided by the Senate from time to time. At present this fee is Rs. 10,000/- only. In no case student will be permitted to register after last date of registration.

4.2 ACADEMIC ADVISORY COMMITTEE

- i. A student will be advised in the selection of courses by the DPGC of the concerned department. A student registering for thesis units must have a thesis supervisor assigned to him/ her.
- ii. A student has to repeat the course in which she/ he obtains F grade (Fail Grade). The candidate shall be permitted to repeat, or substitute courses (substitute, elective courses only) in which she/ he has obtained D grades provided his CGPA is below the minimum requirement. Permission to repeat/ substitute a course will be governed by the guidelines as laid down in section 7.2. The request for repeat or substitution of a course must be given in writing duly endorsed by the DPGC to the Dean Academic at the time of registration.

4.3 SEMESTER LOAD REQUIREMENTS

1. The department shall appoint Programme Advisors for each year to advise students on registration of courses in that semester/(s). (**Senate 30-4.3**) A semester load usually is defined as equivalent to 19 to 21 credits. A typical structure in M. Tech./ M. Plan. as is followed is given in Table 1. Thus, a student who has registered for a full semester load solely by course work is expected to register for at least 5 to 6 courses.
2. A student in the off campus registration programme when registering for thesis work to be carried out at his/ her organization, can register for a maximum of 20 credits or a minimum of 08 credits during the regular semester.
3. A Student shall also deliver seminar at the end of each semester for showing the progress made during that semester on his thesis work. Dean Academics shall announce dates of presentation right at the time of registration as part of the academic calendar.

4.4 ADDING/ DROPPING OF COURSES AND WITHDRAWING FROM COURSES

1. Adding and dropping of courses after registration is permitted only if the student's request is endorsed by the instructor of the course with justification that she/ he is adding or dropping a course and is also endorsed by the Convener DPGC. The last dates of applying for adding and dropping of courses will be the last date of registration as specified in the academic calendar.

2. A student shall be required to drop a course at any stage, if it is determined that she/ he does not fulfil the prerequisites for the course, or any rule in this manual which forbids him/ her to take the course(s) that she/ he has registered for.
3. The DPGC in consultation with the instructor and with the approval of the SPGB may allow a student at his/ her request to withdraw from one or more courses during the semester, if she/ he has been sick for considerable time and has submitted a certificate to the satisfaction of the DPGC, but the reduced load shall not be less than the minimum semester load of 8 credits as specified in section 4.3.

4.5 CHANGE OF REGISTRATION FROM OFF CAMPUS/ PART TIME TO FULL-TIME PROGRAMME

A student admitted to the Ph.D. programme as off campus candidate may be advised by the DPGC to convert his status to a full time programme without Institute scholarship if there is not sufficient progress in his/ her thesis work as adjudged by it. However all such changes have to be incorporated at the time of normal registration date. For the purpose of determining the maximum period of stay (specified in section 7.1), one half of the period spent as an off campus student shall be counted.

4.6 CHANGE OF REGISTRATION FROM FULL-TIME TO OFF-CAMPUS/ PART TIME Ph.D. PROGRAMME

1. A student admitted to a full_time Ph.D. programme may be permitted to change to an off campus/ Part time Ph.D. programme by SPGB. A student requesting such a conversion must:
 - i. **(a)** have completed residency requirement, completed the comprehensive examination successfully, and have also given state-of-art seminar satisfactorily may be converted to Part Time Ph.D. category without the consideration of distance of his/her place of posting under following conditions: (Senate39-3.9)
 - (i) The scholar will present his pre-PhD seminar and submit his final Ph.D. synopsis within six months from the date of such approval. For such candidate NOC requirement should not be pressed upon. The Dean (AA) may be authorized to approve such recommendation on case to case basis. OR
 - (ii) The scholar will submit a "No Objection Certificate" from the Head of the institution/ organization, which she/ he proposes to join or the organization which has sponsored him/ her within six months from the date of such approval.

Failure in the compliance of either condition (i) or (ii) may result in the suspension of PhD registration of the scholar. (Senate 38-3.11)

(b) In case of Ph.D. students converting from Full-Time to Part-Time/Off-campus (employer more than 70 Km from Jaipur) before completion of three years from registration to Ph.D. programme, the Ph.D. student should submit a Letter of Consent in the approved format as below:

"This is with reference to Mr./ Ms. working in this organization as _____ (post). The undersigned has no objection to permit Mr./ Ms. _____ for pursuing the Ph.D. programme (part time) at MNIT Jaipur in the Department of _____. This bears the approval of competent authority."

This is subject to following conditions:

- (i) The conversion would be allowed only if the student has satisfied the requirement of the minimum period of residence as Full-time student.
- (ii) The students converting from full time to part time are not allowed to submit the Ph.D. thesis before one year from the date of issue of consent letter by the institute/ organization or minimum residency period* (as decided by Senate from time to time) for Part-Time students, whichever is later.
- (iii) Students also need to fulfill any minimum attendance requirement as stipulated in PG regulations or decided by respective supervisor(s)/DREC, whichever is more (in terms of number of days). (Senate 42-3.9)

Such a request should be endorsed by the supervisor(s) and the DPGC

2. Such conversion, if approved by the SPGB, will be subject to the following conditions:
 - i. The student must complete his/ her thesis within 5 years counted from the date of his/ her first registration in the programme, extendable up to 7 years on case by case basis,
 - ii. Provision of conversion from full time to off campus/ part time status can be availed only once by the student during his/ her programme, and
 - iii. The status of the student will be reviewed by the supervisor and the DPGC at least once every semester after the conversion, and his/ her continuation on off campus/ part time status will only continue subject to his/ her making satisfactory progress every semester towards completing the Ph.D. Thesis.
 - iv. The conversion would be allowed only if the student has satisfied the requirement of the minimum period of residence as Full-time student.

- v. The students converting from full time to part time are not allowed to submit the Ph.D. thesis before one year from the date of issue of consent letter by the institute/ organization or minimum residency period (as decided by Senate from time to time) for Part-Time students, whichever is later.
- vi. Students also need to fulfill any minimum attendance requirement as stipulated in PG regulations or decided by respective supervisor(s)/ DREC, whichever is more (in terms of number of days) (42-Senate/ 732 dated Oct 14, 2021)
3. The change in status of a Ph.D. (Part Time) student to off campus may be permitted provided he/ she meets the conditions as stipulated for off campus. (Senate 32-5.8)

4.7 Credit transfer of SWAYAM National Programme of Technology Enhanced Learning (NPTEL) courses

1. A student registered for a degree programme at MNIT can opt for NPTEL course only if it is not being offered at MNIT or if the student is doing an internship.
2. A student cannot enroll for any Institute core or Programme core subject through NPTEL. Ph.D. students can opt for courses other than two mandatory courses of "Research Methodology".
3. Grades awarded to students enrolled for NPTEL courses shall be accepted provided enrollment is approved by DUGC/DPGC of the respective department.
4. Credits as assigned to a NPTEL course shall be accepted without any change.
5. Maximum credits earned through NPTEL courses shall be as follows:

S. No.	Degree Programme	Maximum credits allowed
1.	MSc/M.Tech/M.Plan/MBA	3 credits
2.	PhD	3 credits

6. Following is the proposed mapping of NPTEL score and certificate category to MNIT grades.

S. No.	NPTEL Score	Certificate category	Mapping to MNIT Grades
1	<40%	No certificate	FP / FA (fail grade)
2	40% - 59%	Successfully completed	< 45% DD
			< 50% CD
			< 60 % CC
3	60% - 89%	Successfully completed	< 70% BC
			< 80% BB
			< 90 % AB
4	>= 90%	Successfully completed	AA

(Senate 44-3.4)

5. LEAVE RULES

Students may be granted leave on submission of application to the Head of the Department concerned through the Supervisor. Applications must be submitted well in advance of the date of commencement of the leave requested. Leave for a period longer than specified in sections 5.1, 5.2 and 5.3 sanctioned by SPGB on the recommendation of DPGC will entail loss of financial assistantship for the extended period.

5.1 VACATION AND CASUAL LEAVE

- i. A postgraduate student may be allowed vacation leave during any period of the Institute's vacation. Such leave could be up to a maximum of 15 days in Summer vacation and seven days in winter (Maximum of 22 days in an academic calendar).
- ii. The vacation leave as applicable to the PG students shall not be carried forward to the next academic year if not availed in a year. The concerned supervisor, DPGC convener and department may decide on the matter regarding leave of a PG student within the prescribed framework. (Senate 31-3.8)
- iii. In addition, a student may be allowed casual leave for up to 4 days per semester. The casual leave cannot be combined with any other kind of leave, and will not be carried over.
- iv. There will be no loss of financial assistantship for students going on prior sanctioned vacation or casual leave.
- v. The students going for prescribed and approved training will not be covered under this clause.

5.2 MEDICAL LEAVE

Leave on medical ground, duly supported by a medical certificate from Institute Health Centre/ Chief Medical Officer of the Govt. Hospital, may be granted to a student for up to eight days per semester. However, at a stretch, the medical leave shall not exceed 15 days. Such leave shall not entail any loss of financial assistantship. In case the students requires more leave as advised by the medical officer his registration shall stand automatically withdrawn for that semester.

The 8 Medical Leaves per semester applicable to the PG/ PhD student shall be carried forward to next semester only if these leaves are taken at a single stretch not exceeding 15 days. Irrespective of the case the maximum Medical Leave applicable to a PG/ PhD student without the loss of financial assistant in a semester shall not exceed 15 days. (Senate 32-4.7)

5.3 MATERNITY / PATERNITY LEAVE

Maternity/ paternity leave to Ph.D. scholars may be granted at par with maternity/ paternity leave for MNIT employees. Maternity/ paternity leave shall be granted only once in a programme. (Senate 36-3.4)

5.4 SEMESTER LEAVE

Semester leave for up to a maximum of two semesters for M. Tech., three semester for Ph.D. students may be sanctioned for valid reasons by SPGB. Except for medical reasons, such leave would not normally be sanctioned before a student has completed his/ her residence requirements and in no case before the student has spent two semesters in the programme. However, on medical considerations (including maternity) such leave may be sanctioned after his/ her stay of one semester. Leave for more than one semester at a time will not be granted except maternity leave. The request for semester withdrawal only on medical ground (including maternity), if granted prior to the date of registration of that semester. Then fee in such cases may be waived off by the Chairman SPGB.

5.5 MEDICAL CERTIFICATE

If a student falls ill while on the MNIT campus, the medical certificate must be obtained from the Institute's medical officer. If she/ he falls ill outside the campus while on sanctioned leave, the medical certificate must be obtained from any Government of Rajasthan/ Government of India/ CGHS Medical officer/ registered medical officer. The certificate should clearly mention the address and contact details of the Medical Officer for necessary verification, if required.

5.6 ABSENCE WITHOUT AUTHORIZED LEAVE

Absence without authorized leave for more than three weeks will entail loss of financial assistantship for the period of absence, and may result in the termination of the student's programme on the recommendation of the DPGC and approval of SPGB.

5.7 Permission to proceed to other academic Institutions as non degree students

In order to help students broaden their horizons and enrich their cultural and academic experience, provision to proceed to other academic and research institutions of repute in India or abroad as non-degree students is available (These institutions shall need be approved by DPGC and SPGB). Rules and procedures to be followed for availing this provision are as follows:

- I. An M. Tech./ M. Plan. or a Ph.D. student who satisfies the minimum conditions laid down in para below may proceed to another academic institution in India or abroad with prior permission of the SPGB on the recommendation of the DPGC.

- II.** Only those postgraduate students who have spent at least two semesters and have pass grade without backlog upto second semester are eligible to proceed as non-degree students elsewhere. Senate-39-3.14
- III.** For permission to spend time as a non-degree student elsewhere, an eligible student shall make a request to the SPGB through the DPGC and the thesis supervisor, duly supported by a statement of purpose to undertake the proposed work and sufficient information about the department/ institution for the purposes.
- IV.** The DPGC will consider the student's application and will determine if the proposed programme of work is of such a nature that waiver for at least 8 units per regular semester is possible. The SPGB may approve the application on the recommendation of the DPGC. In all such cases, the student will be informed about the requirements she/ he must fulfil to apply for academic credit on his/ her return.
- V.** Permission to proceed to an institution as a non-degree student does not imply that the student will automatically get any waiver from the academic requirements of MNIT.
- VI.** The student after completion of the work, will apply for waiver from requirements of his/ her programme at MNIT supported by an official transcript of the grades and report of work obtained and whatever material the DPGC may require for the purpose given in para (vii) below.
- VII.** The concerned DPGC will evaluate the work done by the student and will make recommendations to the SPGB after determining by whatever means it deems fit, the equivalent MNIT courses/ requirements for which the student may be given a waiver.
- VIII.** On the recommendation of the DPGC, the SPGB may allow the waiver for a maximum of 10 credits. Against each requirement for which a waiver is granted, a W would appear on the transcript with an explanatory note that W stands for waiver for work done at the Institution concerned. All such requirements will be deemed to carry zero weight for SGPA/ CGPA calculations.
- IX.** The minimum residence requirement for the students who avails this provision will remain unchanged for Ph.D. students but may be reduced by one semester for M. Tech students, provided they spend at least one semester of 15 weeks duration or two quarters of at least 11 weeks duration each as non-degree students elsewhere with prior permission.

The student will give a progress seminar in the department at the end of First Semester of his internship (end of Third Semester of degree) & based on the request of student & recommendation of DREC, the student may be permitted to continue the internship as follows.

- (a) By taking Semester withdrawal in second semester of Internship and completing dissertation requirement after extending his/ her dissertation work by one semester after the internship is over or
- (b) By undertaking the dissertation work in fourth semester at the place of internship (Industry/ Internship Organization) under a duly qualified external supervisor from the Internship Organization along with internal supervisor provided the DPGC/ supervisor from the Institute are convinced that sufficient M. Tech. Dissertation work is possible at Internship Organization.

(Senate 38-3.7)

- X.** Those students who are selected by the Institute using a Senate prescribed procedure to proceed on any institutional exchange programme will also have to go through the procedure and rules for the transfer of credits as outlined in paras (vi), (vii), (viii) and (ix) above.

5.8 Internship guidelines for PG students

- 1.** M. Tech./ M. Plan. regular students after completion of course work will be permitted to undertake Industrial training / Internship in their III semester (anytime between May 15 to Dec 31). The students will be expected to attend the evaluation of the required credits either offline / online, depending on the nature of work, as decided by DPGC.
- 2.** Students getting the offer in IV Semester of their PC (Jan 1 - June 30) (or as part of their placement with the same organization) must complete the dissertation problem defined in the III Semester with the Institute Supervisor. This can be completed remotely and in consultation with the Industry Mentor.
- 3.** Students getting the offer for a period more than 6 months up to one year spanning over III and IV Semester will be required to:
 - a.** Submit a plan of his / her dissertation work to DPGC with clearly defined objectives.
 - b.** The dissertation plan will be submitted within a month of his / her joining the industry and approved by Industry Mentor and MNIT Supervisor.
 - c.** Submit a progress report to DPGC every two months of his / her dissertation work forwarded by the Industry mentor and MNIT Supervisor.
 - d.** The students will be expected to attend the evaluation of the required credits either offline / online, depending on the nature of work, as decided by DPGC.

Students will produce a certificate of successfully completing the Industrial training / Internship with clearly mentioning the work assigned to them.

Students who are not able to produce the certificate of completion and / or do not complete dissertation work satisfactorily as adjudicated by Institute Supervisor / DPGC must register for V Semester and complete the dissertation. The maximum time to complete their dissertation work will be one year (registering in their V and VI Semester).

In addition to above, it was also clarified that the opportunity to avail the institute placements shall be available to the students irrespective of whether they are on Internship or not and in no circumstance the student shall be denied for the institute placement on ground that they were/ are on internship.

5.8.1 Procedure for PG internship application

1. PG Students must seek the consent of their Dissertation Supervisor and must appear in the internship interview only after due approval.
2. After being selected for Internship, students must apply to the Dean (Academic) duly recommended by the Supervisor and DPGC. Students will submit the application in the prescribed format (provided below) supported by the industry offer letter.
3. An office order will be issued by the academic section subsequently on recommendation of DPGC.
4. Students can proceed to an internship only after receiving an Office Order from the Academic Section.

Format for application

To,
The Dean Academics,
MNIT Jaipur

I.....Son / Daughter ofbearing Institute ID No..... want to join the Industrial Training / Internship for a period of one / two semester(s) starting from (date)..... to (date)..... at(Name and address of Internship Host Organization).

I have fully read and understood the rules and regulations laid by the Institute and Host Organization and undertake to abide by them.

I have enclosed a copy of the offer letter from the Host Organization

I will proceed for an internship only after obtaining the Office Order from the Academic Section.

Kindly permit me to join the Internship as mentioned above.

(Student Signature)

Supervisor

Convener DPGC

(F4/ S-V-1120-21-Acad-Typ (41-Senate)/ 512)

6. ACADEMIC REQUIREMENTS

6.1 MINIMUM RESIDENCE, MAXIMUM DURATION AND ACADEMIC REQUIREMENTS

Table-1 lists the minimum residence and maximum duration allowed in the programme, and units requirement for graduation in the various programmes:

Table-1

Programme	Minm. Total credits	Minm. Credits through course work	Minm. Credits through Research / Project	Minimum Residence Period Full Time/ Off Campus (Part Time) (in Years)	Maximum Duration Full/ Off Campus / (Part time) (in Years)
M. Tech./ M. Plan.	As per specific program structure			2 years (Three Years) 2, 1, 2	Three & / (Four Years) 3, 3, 4
MBA				2 years	3 years
M. Tech./ M. Plan. (Slow Pace)				(3 years)	(Four Years)
Ph.D. with M. Tech./ M. Plan./ MBA with B.Tech.				2 years (4 semesters)	Five Years*,
Ph.D. with B.Tech. / MCA				3 Years (6 semesters)	Five years* (Six Years)
Ph.D. (Science/ Hum. & Social Sc. (with MA/ M.Phil/ M.Com.)				3 Years	Five years* (Six Years)

"Course Work" includes only postgraduate course units unless otherwise stated. To satisfy the "Minimum Residence" requirements, registration must be over consecutive semesters; exception will be made only if the student is on authorized leave. "Maximum Duration" is counted from the student's first registration date. SGPA/ CGPA will be calculated on the basis of all undergraduate and postgraduate courses taken by the student.

1. * May be extended by senate up to seven year on semester to semester basis on the recommendation of SPGB
2. May include credit from one undergraduate course (permitted by the DPGC).
3. May register for undergraduate courses as a special case; these courses will be deemed to have zero units.
4. Students in the Off Campus Registration Programme will be required to stay on the campus as long as required to complete course work, comprehensive examination and to give a written proposal (prepared in consultation with his/ her supervisor(s)) outlining the work proposed to be done for his/ her thesis and completed satisfactorily the State of Art Seminar.
5. For Slow Pace/ Part Time M. Tech., the course work shall be for 2 years. The candidate will be desired to take minimum of 3 courses per semester. These courses shall be taken along with the regular M. Tech./ M. Plan. Classes.
6. MCA qualification is accepted in some of the departments only.
7. The minimum & maximum course duration in respect of the M. Tech. / M. Plan. students who convert from full time to part time as 2.5 years minimum duration & 4 years maximum duration, from the date of initial registration. However, the students who converts from full time to part time shall be required to submit a NOC as applicable for the Part-time students. (Senate31-3.7)
8. There shall be no minimum attendance requirement applicable to a M. Tech. / Ph.D. (Part Time) student during dissertation / thesis work (i.e. after the completion of course work). However w.r.t. contact hours the supervisor would certify that the student has been in contact for sufficient hours during his/ her dissertation/ thesis work.
9. For a M. Tech. / Ph.D. (Full Time) student, who has completed course work and 2 years of study in case of M. Tech. / 4years of study in case of Ph.D., supervisor would certify that the student has been in contact for sufficient hours during his/ her dissertation/ thesis work.

10. The minimum period of residency for a Ph. D. (FT/ PT non sponsored) student shall be 2 years/ 3 years (depending upon the program as stipulated in PG regulation) from the date of initial registration. However, no demarcation would be made regarding the residency period based on the date of completion of comprehensive exam/ State of art seminar.

(Senate 32-4.7)

The department may prescribe, with prior approval of the SPGB, additional units of courses/ thesis work, over and above the minimum specified in the above table.

6.2 EXTENSION OF PROGRAMME

No student, who has completed the prescribed maximum duration in the programme, shall be allowed to register in the subsequent semester, unless she/ he has been granted extension of the programme by the Senate on the recommendations of the DPGC and SPGB on case to case basis depending upon the merit of the cases.

6.3 AUDIT COURSES

The students are permitted to audit courses. However for auditing a course prior consent of the instructor should be sought. These courses shall not be counted for calculation of SPGA/ CGPA and shall not be shown in the Grade card.

6.4 RESIDENCE OUTSIDE MNIT

Students registered in the postgraduate programmes may count for residence and credit requirements, research or field work undertaken outside the institute under the supervision of the Institute supervisor(s), if facilities for such work are not available at MNIT. Such cases must be recommended by the DPGC and approved by the SPGB before the student proceeds to the place of assignment.

6.5 PROVISION FOR COMPLETION OF M. TECH./ M. PLAN. DISSERTATION WORK ON PART-TIME/ OFF CAMPUS BASIS

Dissertation work as part time/ off campus student may be allowed by SPGB on the recommendation of DPGC, if other academic requirements in M. Tech./ M. Plan. 1st & 2nd Semester have been completed by the concerned student. SPGB may approve it with or without any financial support/ scholarship.

7. GRADES, SEMESTER AND CUMULATIVE PERFORMANCE INDEX

A student is awarded a letter grade in each course she/ he is registered for, indicating his/ her overall performance in that course. These grades and corresponding grade points (on a 10-point scale) is given below.

Academic Performance	Grades	Grade Points	Remarks
Outstanding	AA	10	
Excellent	AB	9	
Very Good	BB	8	
Good	BC	7	
Average	CC	6	
Below Average	CD	5	
Marginal	DD	4	
Failed due to poor Performance/Fail	FP	0	
Failed due to Attendance Shortage/Fail	FA	0	
Incomplete/ Work in progress	I/IW	-	
Withdrawal	W	-	
Waiver	WR		
PhDThesis Dissertation/Project	S/X	-	S- Satisfactory, X- Unsatisfactory

7.1 GUIDELINES FOR THE AWARD OF GRADES

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

The institute will normally follow relative grading system.

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

- i. All evaluations of different components of a course announced in the course plan shall be done in marks for each student.
- ii. The marks of various components shall be added to get total marks secured on a 100-point scale for theory courses and laboratory courses.
- iii. For any course, the statistical method (Table 2) shall be used for the award of grades with or without marginal adjustment for natural cut off.
- iv. The teacher will ensure coverage of all the contents of a course taught during the semester. The end semester examination question paper shall cover all the sections of the syllabus. The

instructor should prepare the course file and should submit the complete course file to the Head of the Department having following documents.

- Course Objectives
 - Lecture wise breakup of syllabus covered during semester (course plan)
 - Attendance record
 - Tutorial sheets/ Assignment sheets (with model answer-sheet)
 - Question papers of periodical/ minor exams/ projects
 - Quizzes
 - Question paper of end semester examination
 - Complete details of marks with final grades
- v. The grades so awarded shall be moderated by a Grade Moderation Committee (GMC) constituted by DPGC of the Department, if required. This committee will finalize the grades and the concerned teacher shall submit the final grades on-line as well as forward an authenticated copy of these grades to the head of the department for onward transmission to Dean (Academic) office. The GMC shall consist of:
- Head of the Department
 - Convener, DPGC
 - Two members from DPGC
 - Course Coordinator
- vi. In case a student repeats a particular course during summer term or along with his/ her juniors, she/ he shall be awarded one grade lower than that obtained and a maximum of B grade as per his/ her performance and with respect to his/ her earlier class.
- vii. The 'IW" grade (implying: Incomplete Work) shall be awarded for Dissertation by the departments to a PG student whose period of Dissertation/ Project extends beyond 4th semester (on account of certain reasons) till the student completes his/ her Dissertation. (Senate 32-5.5)
- viii. The mechanism for any change in grades after the grades are displayed:

Students should apply for a change in grade within three working days of the grades being displayed.

Such applications (dated and signed by the student) should be justified and submitted in hard copy to the course coordinator, who should take an action on all submissions for a given subject.

In case, there is a change in grade of any student; this should be corrected and reported with due justifications to respective DUGC/DPGC.

After due deliberations on all such cases for the respective degree program, DUGC/DPGC should forward its recommendations to respective Associate Dean/Dean within 7 working days of the grades being displayed.

Any application and/or recommendation received afterwards shall not be considered without the permission of Chairman, Senate. (Senate-43-3.1)

7.2 STATISTICAL METHOD FOR THE AWARD OF GRADES

The statistical method shall invariably be used with marginal adjustment for the natural cut off. The mean and the standard deviation (σ) of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per Table 2 given below.

Table 2: Statistical Method for Grading

Lower Range of Marks	Grade Awarded, if x_i falls in range	Upper Range of Marks
Mean + 1.5 σ \leq	AA	
Mean + 1.0 σ \leq	AB	< Mean + 1.5 σ
Mean + 0.5 σ \leq	BB	< Mean + 1.0 σ
Mean \leq	BC	< Mean + 0.5 σ
Mean – 0.5 σ \leq	CC	< Mean
Mean – 1.0 σ \leq	CD	< Mean – 0.5 σ
Mean – 1.5 σ \leq	D	< Mean – 1.0 σ
	F	< Mean – 1.5 σ

Here σ = Standard deviation, where x_i = marks of i^{th} student,
Mean = arithmetic mean value and n = the number of students.

2. A student may be awarded the grade 'I' (Incomplete) in a course if she/ he has missed the end semester examination, for a genuine reason which are in the knowledge of DPGC and the supervisor, but has done satisfactorily in all other parts. An 'I' grade is not awarded simply because a student has failed to appear in examination(s). An 'I' grade must, however, be converted by the Course Coordinator into an appropriate letter grade within ten days from the completion of end semester examinations and communicated to the Dean Academic office by the last date specified in the academic calendar. Any 'I' grade still outstanding two days after the last scheduled date, shall be automatically converted into F grade.

3. A student getting F grade (fail grade) in a course must either repeat it or substitute it by another course as suggested by DPGC during subsequent semester or during summer term (if faculty is available for the same), as per the academic calendar. Substitution is allowed for the Elective courses only. A student will have to register within the time stipulated in the academic calendar by paying prescribed fees as approved by Senate from time to time. The number of contact hours in any summer term course will usually be the same as in the regular semester course which is approximately 40 for 3 credit course. The assessment procedure in a summer course will also be same as that for a regular semester course. The effective duration of summer term course shall be 8+1 weeks (classes + examinations). Withdrawal from a summer course is not permitted. Further in the summer term, the course will be assigned to a faculty member by the Head of the concerned department.
4. ~~A student getting a D grade in a course may be allowed to repeat it or substitute it by another course during summer term, provided:~~
 - i) ~~His/ her SGPA/ CGPA is less than the prescribed minimum and the student is allowed to continue in the programme (as per provisions of section 8).~~
 - ii) ~~In case a course is repeated or substituted only new grades will be accounted for calculation of SGPA/ CGPA. All the courses attended by the student shall appear on the transcripts.—~~

~~-----~~(Senate 33-3.6)
5. Projects/ audit courses will be graded as satisfactory (S) or unsatisfactory (X) and will carry zero units for credit.
6. The grade S or X will be awarded for Ph.D. progress as follows:

 At the end of the semester, the project/ DREC supervisor(s) will assess the student's progress towards the project/ thesis work during the semester and will award the grade S for each set of 4 credits if the work is *satisfactory* and X for every *unsatisfactory* 4 units. Thus a student registered for 16 credits can get one of the following five combinations SSSS, SSSX, SSXX, SXXX, XXXX.
7. If a student is on leave for a part of the semester or submits his/ her thesis in the middle of a semester, the SPGB may reduce his/ her thesis/ project credits appropriately.
8. A student who misses MTE (Mid Term Examination) and/or ETE (End Term Examination) for genuine reasons may reappear for the same within 2 weeks after the last day of the exam. (Senate-44-3.9)

7.2.1 Absolute Method for the award of grades to PG students

For courses where number of registered students is not more than 30, absolute method for award of grades will be adopted. As per this method, the award of grades based on absolute marks out of 100 shall be based on the marks distribution as given in following Table. The grade boundaries as indicated above may be marginally adjusted and the upper and lower limits are subject to limitations of percentage of marks.

Table 3: Grades according to absolute marks

Range of Marks	Grade
90 - 100	AA
80 - 89	AB
70 - 79	BB
60 - 69	BC
50 -59	CC
40 -49	CD
35 -40	DD

(Senate 42-3.4 42-Senate/ 731 dated Oct 14, 2021)

7.3 COMPUTATION OF THE SEMESTER GRADE POINT AVERAGE (SGPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

The SGPA is an indicator of the overall academic performance of a student in all the courses she/ he has registered during a given semester. In the above computation, courses with S and X grades are ignored.

Calculation of Semester Grade Point Average (SGPA)

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

Where,

- C_i Number of credits earned in the i^{th} course of Semester for which SGPA is to be calculated.
- G_i Grade point earned in i^{th} course.
- i 1,...n represent the number of courses in which a student is registered in the concerned semester.

Similarly, the CGPA indicates the overall academic performance of a student in all the courses registered & successfully earned credits up to and including the latest completed semester/ summer term. It is computed in the same manner as the SGPA, considering all the courses (say, n), and is given as follows.

Calculation of Cumulative Grade Point Average (CGPA)

$$CGPA = \frac{\sum_{j=1}^m C_j G_j}{\sum_{j=1}^m C_j}$$

Where,

- C_j Number of credits earned in the j^{th} course of Semester for which SGPA is to be calculated.
 G_j Grade point earned in i^{th} course;
 j 1,...n represent the number of courses in which a student was registered & has successfully earned credits upto the semester which CGPA is to be calculated.

The CGPA calculation shall also incorporate in 'FA/FP' grades, however, once the student clears that paper the CGPA will be updated based on new grades.

7.4 DISTRIBUTION OF EVALUATION COMPONENTS FOR THEORY AND LAB COURSES

Following is the distribution for various evaluation components. In courses with credit structure having both theory and laboratory elements, distribution of the marks for theory and laboratory shall be based on credits assigned to each.

	Theory Course		Laboratory Course	
	Evaluation Component	Approved	Evaluation Component	Approved
1	CWS	20-30%	PRS	40-60%
2	MTE	20-40%	PRM	20-30%
3	ETE	30-50%	PRE	20-30%

The course coordinators must announce the distribution, within the first week of the semester, to the students. (Senate 44-3.5)

To maintain uniformity and improve seriousness towards laboratory evaluation for postgraduate courses, a mid-term examination shall be mandatory. A laboratory course, therefore, should be evaluated on PRS (Practical Sessionals), PRM (Practical Mid Term Exam) and PRE (Practical End Term Exam).

(Senate 43-3.2)

8. ACADEMIC PERFORMANCE REQUIREMENT

1. The minimum CGPA requirement for getting assistantship in M. Tech./ M. Plan./ MBA programme is 6.0
2. The minimum CGPA requirement for semester promotion and the award of Postgraduate degree will be as follows:

Degree	CGPA requirement	
	Semester promotion	Award of Degree
M. Tech.	5.5	5.5
M. Plan.	5.5	5.5
M.Sc.	5.5	5.5
MBA	5.5	5.5

(41-Senate/ 193 dated Apr 20, 2021)

3. A student will not be allowed to continue in the Ph.D. programme if (Senate 37-3.7)
 - i. She/ he does not have CGPA of at least 7.0
 - ii. She/ he accumulates eight or more Xs towards thesis grades.
 - iii. She/ he accumulates six or more Xs towards thesis grades in two consecutive semesters.
 - iv. She/ he secures Xs in all the thesis units registered for in two consecutive semesters.
4. A student will be allowed to apply for comprehensive/ candidacy in the Ph.D. programme, only if she/ he is able to secure CGPA of 7.5 or more.
5. HOD will issue a warning to an M. Tech./ M. Plan. / MBA/ Ph.D. student when she/ he accumulates two or more Xs with intimation to Academic Office.
6. The DPGC will keep a watch on the progress of every student and whenever a student fails to meet the requirements, will intimate to the SPGB. If a student's programme is terminated, the Head of the Department will issue the letter of termination under intimation to his/ her parents.
7. A student should clear 75% of the credits registered in a semester for continuing in M. Tech./ M. Plan. programme. (Senate 25-3.9)

8.1 DEPARTMENTAL RESEARCH EVALUATION COMMITTEE (DREC) AND ITS COMPOSITION

1. The progress of the research work will be continuously monitored through end-of-the-semester presentations made by the student before the Departmental Research Evaluation Committee (DREC) constituted by DPGC of the concerned department for each major area of specialization. The respective supervisor will act as convener of DREC. The DREC on acceptable presentation, certify the fulfilment of the requirements mentioned in para 2 above. The progress report of the student shall be sent by the DPGC convener to the Dean (D-Acad), who if required will make recommendation to the Chairperson, Senate for continuation of the candidate in the Ph.D. programme.
2. The constitution of DREC will be as follows:
 - i. Supervisor, Convener

- ii. Three Experts from within the department related to major area of specialisation (including co-supervisors)
- iii. If required, one expert from outside the department or outside Institute

Overall award of grade calculation shall be done by averaging the awards given by the members of DREC. (S/ X)

8.2 PH.D. COURSE WORK

- a) A Ph.D. Candidate will have to take at least three courses of 3 or more credits each as per recommendations by the supervisor/ DPGC. The course in Research Methodology would be a compulsory credit course for Ph.D. research scholars. (Senate 29-3.1)
- b) A Candidate shall be required to attend 75% of the lectures and tutorials for clearing an audit course.
- c) The faculty members who have taught at least two Post Graduate courses during last three years in the area in which they want to work may be exempted from compulsory courses of the department by SPGB on the recommendations of DPGC. However, they may be required to take the course on 'Research Methodology and Design of Experiments' as a credit course in addition to other audit courses (any number) as recommended by their thesis supervisors.
- d) Course work duration for Ph.D. programme
 - i. Full -time candidates - Minimum duration of course work to be one semester and maximum three semesters.
 - ii. Part -time candidates - Minimum duration of course work to be one semester and maximum five semesters.

(Senate 32-4.6)

8.3 COMPREHENSIVE EXAMINATION OF Ph.D. STUDENTS

1. Students registered in the Ph.D. programme must pass a comprehensive examination designed to test the overall comprehension of the student in the various subjects. A student can appear in the comprehensive examination only after she/ he has completed the course requirements and satisfied the minimum specified CGPA requirement.
2. Students admitted with M. Tech./ M. Plan. or equivalent degrees may appear in the comprehensive examination earliest at the end of the completion of course work, but must pass it before the end of the third semester after their first registration. Students admitted with B.Tech., M.Sc., M.A. or M.Phil. degrees or part-time students with M. Tech./ M. Plan. or equivalent degrees may appear in the comprehensive examination earliest at the end of the second semester, but must pass it before the end of the fifth semester after their first

registration. The above time limits are exclusive of the period of authorized leave, if any. If the student does not appear in the comprehensive examination before the end of stipulated period, then the programme shall be automatically terminated. In case a student wants to appear after the stipulated time, she/ he must seek special permission from Chairperson, Senate for the conduct of such examination with recommendation of SPGB. The examination will be in written form.

3. The DREC will act as comprehensive examination Board. The thesis supervisor of the student shall be the Convener of the board.
4. A student will be considered to have passed the comprehensive examination if all except at the most one member of the board are satisfied with student's performance in the examination. The report of the comprehensive examination must be sent to the Dean Academic within 2 weeks of the date of examination, otherwise it will be presumed that student has not passed.
5. When a student has not passed the comprehensive examination in his/ her first attempt, a second comprehensive examination will be conducted by the same board that was constituted earlier unless the faculty member of the board has left/ the institute or has deceased. A student will not be allowed to appear in the comprehensive examination more than twice. In case the candidate fails to clear comprehensive in two attempts, she/ he shall be deemed to be terminated from the programme. The HOD shall issue the letter in this regard. All such cases shall be brought to the notice of the Senate.
6. After having passed the comprehensive examination the candidate will be required to submit the state of the art seminar, the summary of research work along with the methodology to be adopted in the research plan within one month from passing of the comprehensive examination.

8.4 CANDIDACY FOR THE Ph.D. DEGREE

1. A student is awarded the Ph.D. Candidacy on completion of the following requirements:
2. Completed course work satisfactorily
3. A student must have passed the Ph.D. Comprehensive Qualifying Examination.
4. A student must present a State-of-Art seminar to delineate the current state of knowledge about the specific problem related to which she/ he wants to pursue research. This should present the literature survey of the specific problem. The seminar should also present the research proposal that will include the methodology that he intends to use to conduct the research and the goals he intends to achieve. This will be an open seminar with wider

participation. Only such students who are admitted to the candidacy will be allowed to submit Ph.D. thesis in accordance with the guidelines laid down in section 9.5.2.

8.5 STATE OF ART SEMINAR

Every Ph.D. student is required to give a general seminar in the Department covering the State of Art of the area of research. This seminar must be presented before DREC within one month from the successful completion of comprehensive written examination. This should include research plan for pursuing his research proposal in written form and it should include the methodology that he intends to use to conduct the research and the goals he intends to achieve. The satisfactory completion of this requirement is to be communicated by the thesis supervisor to Dean, Academics through the Convener, DPGC.

9. THESIS AND THESIS EXAMINATION

9.1 APPOINTMENT OF THESIS SUPERVISORS OF M. TECH. AND Ph.D. STUDENTS

1. Allocation of student will only be done to those faculty members who have given their slots and willingness.

(Senate 38-3.12)

2. A student shall not have more than two supervisors at any given time. One of the supervisors shall always be from the department wherein the student has registered for his/ her degree. However, for institute faculty/ staff, clause 1.3 b (i) will be applicable. In exceptional case third supervisor may be added where the need is explicitly defined.
3. Only one joint-supervisor from outside the Institute is permitted, on recommendations of the DPGC and with the approval of SPGB
4. An external joint-supervisor may be provided with travel support to attend the examination/ evaluation of the Ph.D. student viz. comprehensive examination, state-of-the-art, pre-synopsis or viva exam.
5. M. Tech./ M. Plan. Thesis supervisor(s) of a student will normally be appointed from amongst the faculty members at MNIT using modalities decided by the departments/ centres.
6. A faculty member shall supervise a maximum of Six M. Tech./ M. Plan candidates. However the department may evolve a transparent policy for the uniform distribution of M. Tech/ M. Plan. students amongst the faculty members as far as possible in the department.

7. An adjunct faculty at MNIT may be invited for joint-Supervision by a supervisor, and will be treated as internal supervisor.
8. Normally there shall not be any change in supervisor(s) once assigned. In special cases change of supervisor(s) shall be permitted based on the reasoned recommendation of DPGC, SPGB and with approval by Chairman Senate.

(Senate 33-3.12)

9. In case there has been a change/ addition in the supervisor(s), the M. Tech./ M. Plan, thesis will not be submitted earlier than six months and the Ph.D. thesis will not be submitted earlier than one year from the date of such change.
10. The maximum number of Ph.D. supervisions (Head count of scholars) per faculty at a time has been approved as 10 irrespective of the categories of admission (i.e. full time, part time, JRF, SRF, Project, QIP etc.).

(Senate 39-3.10)

A candidate being guided jointly by two or more supervisors either internal or external will be counted as $\frac{1}{2}$.

One Ph.D. Institute fellowship will be allowed per year per supervisor, with a limit of three fellowships in total.

(Senate 39-3.10)

- b) In case of supervision by MNIT Faculty outside MNIT, She/ he should seek prior approval of senate with intimation to Dean Academics, in writing. Each such candidate registered under a supervisor will be counted as one.
- c) In case a faculty member is suspended/ debarred for indulging in lowering the prestige of the institute in any manner he or she shall cease to be a thesis supervisor.
- d) A faculty member appointed as Ph.D. supervisor is normally expected to be available to the research scholar in the Institute till the thesis is submitted. However, under unavoidable circumstances, such as long leave, resignation, retirement, or death; an alternative supervisor may have to be appointed. In such special cases, the appointment of the supervisor will be regulated as mentioned below, and, also student's consent shall be obtained for the change.
 - i. If the synopsis of the thesis of the scholar has not yet been submitted,
 - a. And also the scholar has not been awarded Ph.D. candidacy then the Supervisor should cease to be Supervisor if he proceeds on leave for duration of one semester or more.

- b If scholar has been awarded Ph.D. candidacy and the Supervisor proceeds on leave for duration of one semester or more, then the Supervisor should immediately inform the Convener, DPGC, whether he intends to continue to guide and supervise the research work of his scholar effectively during his leave period, failing which he should cease to be the Supervisor. In case he continues to be the Supervisor, a joint supervisor may be appointed by the DPGC for the scholar within a month's time.
- c If a supervisor ceases to be the supervisor, the joint supervisor (of MNIT) if already appointed, shall act as the supervisor. However if there is no 'other' Supervisors, the DPGC shall immediately appoint alternative supervisor for the scholar within a month's time.
 - ii. If the thesis/ synopsis of the thesis have been submitted before the supervisor proceeds on leave, then she/ he can continue to be the supervisor. In absence of supervisor if there is no joint-supervisor (of MNIT), the Convener, DPGC will be the Coordinator. Further, if major revision becomes necessary, than alternative supervisor shall be appointed by the DPGC within a month's time.
- e) In cases of faculty members who are due to retire/ retired/ Emeritus/ re-employed
 - a A faculty member, who is due to retire within the next two years cannot be appointed as the only supervisor but can become joint-supervisor.
 - b If a faculty member on retirement informs that he/ she shall continue to effectively supervise the scholar registered under him, he/ she can continue as a supervisor.
 - c Emeritus/ re-employed supervisor can continue to be a supervisor. In all such cases DPGC shall provide a joint supervisor.
 - f) If a Supervisor expires, an alternative Supervisor may be appointed by the DPGC as per 9.1.1 or 9.1.3 based on the status of thesis. (Senate 31-3.10)
 - g) One Ph.D. Institute fellowship will be allowed per year per supervisor.
 - a The Ph.D. slot with institute's assistantship can be availed by supervisor only once in an academic year (Senate 32-4.7)
 - h) Three (03) Ph.D. Institute fellowships will be available per supervisor for all departments and centres of the Institute (Senate 47-6.5)
 - i) All project investigators having project shall be entitled to have one additional scholar over & above a project Assistants/ Associates.

- j) In case of collaborations with other research Organizations/ Institutions, joint supervision may be considered supernumerary by Chairman Senate on case to case basis. (Senate 28-5.3)
- k) For any special case which is not covered in above clauses the matter may be referred to standing committee comprising of following members:
- a Chairperson SPGB (Chairman)
 - b Dean Academics (Member)
 - c Associate Dean (PG) (Member)
 - d Convener DPGC of the concerned department (Convener)

The recommendations of the committee shall be placed before Chairman Senate

(Senate 31-3.10)

9.1.1 Guidelines for addition of joint-supervisor both external/ internal in Ph.D. Programme.

Either for addition of an external joint supervisor for MNIT student or MNIT faculty to act as an external Ph.D. joint supervisor for a student pursuing Ph.D. outside MNIT, following will be applicable for the consideration of Institute/ University/ Research Organization/ Industry etc.

- The Institute should be either a CFTI or having NIRF ranking within or 100, however, the NIRF (for Indian Institutes) will not be considered for the institutes having Academic MOU or Academic/ Research collaboration with MNIT Jaipur
- For external joint-supervisors from Government institutions, the joint supervisor must have
(Senate 46-3.7 46-Senate/ 1774 dated 02-09/ 2022)
- Ph.D. and should have supervised at least one Ph.D. (awarded)
- He/ She must have published at least 10 research papers in SCI/ SSCI/ SCOPUS indexed journals.
- The research organization should be either Government (State/ Central) funded or a well reputed private research organization e.g. Sri Ram Institute for Industrial Research, Delhi.
- Industry with minimum of Rs 100 Crore annual turnover.
- Foreign university within QS 500, however, QS Ranking (for International Institutes) will not be considered for the institutes having Academic MOU or Academic/ Research collaboration with MNIT Jaipur

In all cases, the proposal will have to be submitted to Academic Section through DREC & DPGC (recommended by both). It should include the latest CV and consent of the internal/ external joint-supervisor (to be added) along with appropriate justification by the internal supervisor.

For external joint-supervisor addition, the Chairman Senate/ SPGB may approve the case when forwarded by the Dean, Academic Affairs. For approval of internal joint-supervision current regulations are to be followed. Addition of joint-supervisors will not be encouraged normally after the comprehensive exam and state of the art seminar.

(41-Senate/ 192 dated April 20, 2022)

9.2 PRE Ph.D. SEMINAR OF Ph.D. STUDENTS

- (i) Before proceeding to finalize the thesis, each Ph.D. student must deliver a seminar in which the research work will be presented to invite comments and criticism, which may be incorporated in his/ her thesis. This will be an open seminar and candidate has to present it in the presence of the DREC. A notice of the seminar must be displayed at least one week in advance.
- (ii) The candidate/ supervisor should inform the DPGC for candidate's readiness to deliver the open seminar. Once the candidate has delivered the open seminar successfully, then he is required to submit a synopsis within one month of such a seminar. The thesis supervisor sends the synopsis along with the suggested list of examiners to the Dean Academics.
- (iii) A thesis can be submitted only after the satisfactory fulfilment of this requirement but not later than three months. If the submission of thesis is delayed by more than three months then the pre Ph.D. seminar delivered earlier should stand cancelled.

9.3 PUBLICATIONS ARISING OUT OF Ph.D.

Before any thesis is approved for submission by DREC and DPGC, it should be ensured that the work done has been sufficiently peer reviewed.-

The student must submit proof of acceptance/ publication of at least one paper in SCOPUS/ ESCI/ SSCI/ SCI –E Journal and two papers in reputed conference OR two papers in SCOPUS/ ESCI/ SSCI/ SCI Journal. This shall be applicable on the candidates admitted from July 2019 onward.

(Senate 38-3.12)

A research article published in open access/paid journal can be considered to meet the requirements of a PhD thesis submission, provided it is an SCI/SCI-E publication.

(Senate 43-3.7)

The list of such reputed journals and conferences may be prepared before-hand by DREC and approved by DPGC/ SPGB.

Each Department should give the list of Journals and conferences after deliberating at the respective DFBs, the contributions to these may be included for the said purpose to cover the broader areas of research for the stream along with reasons for its incorporation in case the

Journal happens to be outside ESCI/ SSCI/ SCI/ SCOPUS list of Journals or a non numbered conference. Till then the ongoing practice should be continued with.

(Senate 37-3.18)

9.4 CONSTITUTION OF COMMITTEE/ BOARD FOR THESIS AND ORAL EXAMINATION

9.4.1 M TECH THESIS ORAL EXAMINATION COMMITTEE

- i. The thesis will be examined by an oral examination committee formed by the thesis supervisor(s) in consultation with the DPGC Convenor and approved by Chairperson, SPGB.
- ii. The committee shall consist of the thesis supervisor(s), three faculty members from the department and one of the faculty members from the other department. One expert from outside the institute may be invited if so desired by the supervisor. The thesis supervisor will act as the Convener of the Committee.

9.4.2 Ph.D. THESIS EXAMINATION BOARD

1. The thesis board shall consist of three members in addition to the thesis supervisor(s) approved by the Chairperson, Senate. Unless some special circumstances make it impractical, the thesis board shall have normally the following composition.

Thesis Supervisor(s)

- *one examiner from within India who will conduct viva voce*
- *one examiner from outside the country* (Senate 38-4.17)

2. The procedure for constituting the thesis board is given below.

- a) The thesis supervisor(s) shall propose four examiners from within the country and another four examiners from outside the country
 - The proposed examiners in India shall be from CFTIs or Institute of NIRF ranking within 100. In case of examiners from research organization, it should be either Govt. (State/ Central) funded or a well reputed private research organization e.g. Sri Ram Institute for Industrial Research, Delhi.
 - There should be enough evidence that the examiner has research experience in the field of the research work of the Ph.D. thesis.
 - The proposed examiners (non-supervisor) should not have co-authored any paper, with the Ph.D. candidate.

(Senate 41-3.12; 41-Senate/ 191 dated Apr 20, 2021)

This list along with adequate number of hard copies and soft copy of synopsis (prepared according to the format prescribed in Specification and Information Regarding the Preparation of Thesis) shall be sent by the supervisor directly to the Dean Academic.

- b) The Chairperson, Senate may in consultation with Dean Academic select the members of the thesis board from this list. If considered necessary, the Chairperson, Senate may require additional names of experts to be submitted. In case Dean Academic is the supervisor of the student concerned, Chairperson, Senate may consult Chairperson, SPGB for the selection of the thesis board. If Chairperson Senate is the thesis supervisor then Dean Academic will approve the thesis board in consultation with Chairperson SPGB.
- c) The names of the members of the thesis board shall be kept confidential till successful completion of the oral examination. However, on completion of Ph.D. thesis evaluation (as detailed in section 9.6.2), the Academic Section will send to the thesis supervisor(s), the names of the member who are from outside the institute but are from within the country so that these names can be included in the proposed list of the members of oral board.

9.4.3 Ph.D. Oral Board

The oral board shall consist of members from thesis board- one of the Indian examiners of thesis from outside institute, and thesis supervisor(s) for conducting the viva voce examination.

9.5 SUBMISSION OF THESIS

Plagiarism Verification: If a student is found indulged into plagiarism, this may damage reputation of Institute. Therefore, electronic version of every M.Tech and PhD thesis shall be verified for any known/ unknown plagiarism. Each candidate shall submit thesis and, the report of such check.

1. Self-similarity for plagiarism check for Project /Dissertation/Thesis reports submitted respectively by UG/PG/Ph.D. students shall be as per the following
 - a. "Maximum 8 word count" and
 - b. Excluding self citations
2. Maximum 15% similarity index is allowed for the project reports/dissertation/thesis. However, a maximum of 20% similarity index is allowed only if similarity index from each individual source remains less than 1%.

(Senate 42-3.2)

9.5.1 M. Tech./M. Plan. Thesis

After the M. Tech./ M. Plan. oral examination committee has been constituted, unbound copies, of the thesis/ project report one for each examiner of the oral board (as per the prescribed format) are to be submitted to chairperson, DPGC at least two weeks before the probable date of oral examination. The DPGC shall arrange to send the copies of the thesis to the examiners. Two copies of the abstract (approximately 250 words) should also be submitted along with the thesis. After the final viva voce Examinations the modifications suggested if any,

by the thesis board, may be incorporated and then printed and electronic version on CD/ DVD/ equivalent media (preferably PDF) be submitted to the department (one copy for department and copy for onwards transmission to central library, by Convener DPGC).

9.5.2 Ph.D. Thesis

Ph.D. thesis can be submitted only after report of satisfactory completion of the open seminar has been received. Soft bound copies and electronic version on CD/ DVD/ equivalent media (preferably PDF) of the Ph.D. thesis (as per the prescribed format as per annexure-II) one for each examiner of the thesis board will be submitted to office of Dean, Academic. The normal period for submission of thesis will be three years. However, if the work of the candidate has been satisfactory then the candidate can be allowed to submit his/ her thesis after completion of two year from the date of initial registration on the recommendation of DPGC & SPGB.

9.6 PROCESSING OF THESIS

9.6.1 M. Tech./ MBA Oral Examination

1. The oral examination will be conducted within four months from the date of submission of the thesis.
2. The thesis supervisor in coordination with DPGC will intimate the date of the oral examination to the Academic Section.
3. The oral examination committee will evaluate the thesis, conduct the oral examination and send a report of the examination to the Dean A through the Convener, DPGC.
4. A thesis will be considered to have been accepted if majority of members of the oral examination committee recommend its acceptance. A thesis, which is not accepted, will be considered to have been rejected.
5. If a thesis is rejected along with a recommendation for resubmission after incorporating any modification/ correction suggested by the oral examination committee, oral examination of the re-submitted thesis will be conducted by the original committee. However if any member of the previous board has retired/ left the institution/ debarred by the senate/ is on long leave or travelling then revised committee will be constituted with the approval of the Chairperson, SPGB. If the re-submitted thesis is rejected, the matter will be reported to the Senate for appropriate action.
6. Acceptance of thesis will be reported to the Senate for approval.
7. If a student does not appear in the oral examination within this time period, his/ her programme would be deemed to have been terminated. Request for reinstatement in the

programme by such a student should be addressed to the Chairperson, SPGB. The request may be considered by the SPGB on case to case basis. In case student does not appear second time the thesis submitted shall be deemed to be rejected.

9.6.2 Ph.D. Thesis Evaluation by the Thesis Board

1. After the synopsis has been submitted and the thesis board is constituted by Chairman Senate, the Dean Academics will send a confidential letter/ E-Mail to each approved member of the thesis board enclosing a copy of the synopsis and requesting him/ her to serve as an examiner for the thesis preferably using electronic media. If either of the examiner refuses or no response is received for four weeks (with a reminder being sent after two weeks), then steps will be taken to appoint another examiner.
2. On receipt of the acceptance of examiner-ship a copy of the thesis along with a thesis evaluation form (annexure III) for the examiner's report will be sent to each examiner preferably using electronic media or as desired by the examiner.
3. In case Dean Academics is the supervisor of the student concerned, above processing (detailed in paras 1 and 2) will be done by the Chairperson, SPGB.
4. In case Chairman SPGB is the supervisor of the student concerned, above processing (detailed in paras 1 and 2) will be done by the Chairman SUGB.
5. In case Chairman Senate is the supervisor of the student concerned, above processing (detailed in paras 1 and 2) will be done by the Dean Academics.
6. When an examiner's report is received, the Dean Academics will place it in one of the following categories.
 - i) **Category I:** If an examiner approves the thesis but suggests corrections regarding punctuation, grammar, spelling or language, minor technical mistakes, raises small queries the supervisor(s) can use their discretion regarding incorporation of such suggestions_ and the same will be incorporated in the thesis to the satisfaction of the oral board.
 - ii) **Category II:** If an examiner points out errors other than those in (i) above, raises queries or suggests modifications then the student's response to the above, including any modification(s), would be submitted to the Dean Academic in both soft and hard copy within 6 months from the date of communication in this regard. Dean Academic, would send it to the examiner concerned for his final recommendation on acceptance/ non acceptance of the thesis. If the examiner's response is not received within 4 weeks, a reminders will be sent in gap of two weeks each. If no reply is received even after two reminders within next 4 weeks

time, further action will be initiated and thesis sent to another examiner in place of the current one.

- iii) **Category III:** If an examiner outright rejects the thesis or raises technical points or suggests major modifications his comments would be communicated to the supervisor for further processing. The supervisor will communicate to the Dean, Academic, the changes made in the thesis along with explanatory note, which would be sent to the examiner concerned. If the examiner's response is not received within 4 weeks, reminders will be sent in gap of two weeks each. If no reply is received even after two reminders within next 4 weeks time, further action will be initiated and thesis sent to another examiner in place of the current one.
7. If an examiner rejects the thesis second time, the thesis will be sent to another examiner in place of the current one, for evaluation; and the process as in para 6 will be followed.
8. If both external examiners, excluding supervisor(s) reject the thesis, the thesis will be rejected. The candidate may, however, be allowed to submit the thesis not before one year, provided the title of the thesis remains unchanged. Normal procedure will be followed for resubmission of revised thesis which includes satisfactory completion of open seminar again, resubmission of the synopsis and the thesis for evaluation by fresh examiners.
(Senate 24-3.12)
- i) In case of the rejection by one examiner thesis (Category III, option e) will be sent to third examiner of the same category (Indian/ Abroad).
- ii) SPGB further recommended that 15 day time will be given to the potential examiner for giving consent on thesis evaluation after sending synopsis.
- iii) Examiner shall be asked to submit the evaluation report within 02 months after receiving the thesis. Dean, Academics may permit additional 2 weeks' time on case to case basis.
- iv) In case of non-compliance of above time-lines, next in panel will be given chance.
(Senate 38-4.17)
9. Copies of the categorized report (without the identity of the examiner) will be sent to the thesis supervisor(s).
10. On completion of the process detailed above, the Dean Academics will initiate action on constitution of the oral board. This shall be done if all external examiners recommend acceptance of the thesis.
11. In case Dean Academic is supervisor, the duties as performed by the Dean, Academic shall be carried out by Chairperson, SPGB and visa-versa.

12. If the Chairperson Senate is the thesis supervisor the duties as performed by the Chairperson senate shall be carried out by Dean Academics.

9.6.3 Ph.D. Oral Examination

1. The Ph.D. oral examination will be an open examination with wide publicity. The supervisor(s) will be the convener of the oral board and will fix the date of the oral examination in consultation with the members of the board members and intimate the date to the Academic Section.
2. If a member of the oral board communicates his/ her inability to be present in advance or fails to be present on the specified date and time, the Dean Academics may recommend to appoint a substitute in consultation with the thesis supervisor(s) for approval of the Chairperson senate.
3. Each member of the oral board will be given a copy of the thesis along with the entire technical correspondence with the thesis examiners at least two week before the date of the oral examination.
4. The oral board shall
 - i. examine the thesis reports,
 - ii. examine if necessary modifications suggested by the thesis examiners have been incorporated,
 - iii. elicit the candidate's replies to the questions raised by the thesis examiners,
 - iv. authenticate the work as the student's own and no plagiarism,
 - v. judge if the presentation of the work by the student and the answers to the questions asked have been satisfactory replied, and
 - vi. give a report of the examination, which will be communicated by the supervisor(s)/ Thesis coordinator to the Dean, Academic through the Convener, DPGC.
5. If all members, declare the student as passed, the student shall be deemed to have passed.
6. If a candidate does not perform satisfactorily he will be given another chance to defend in front of the same board with one more expert member from the DREC as recommended by the supervisor within next 3 months.
7. On receipt of the report that the student has passed the oral examination, Dean Academic will recommend to the Senate for award of the Ph.D. degree, and the degree may be conferred upon the candidate after approval by the Senate.

8. If the candidate has failed, the matter will be brought to the attention of the Senate for further action by Dean Academics.
9. After successful completion of oral examination, the candidate shall submit to the Dean Academic two hard bound copies of approved thesis, for further transmission to concerned departmental and Institute library for record and two CD/ DVD as soft copy.

10. SCHOLARSHIPS, PRIZES AND MEDALS

The Institute shall award the Merit-Cum-Means (MCM) scholarships, fee-waivers, SC/ ST category Institute scholarship and such other scholarships as may be approved by the Senate. The other scholarships may be instituted by grant from individuals, trusts, organizations and the Governments with a view to provide financial assistance to needy students under the terms and conditions specified by the Institute. Announcements of these scholarships stating eligibility and the number and value of scholarships etc. shall be made while inviting applications from time to time.

11 CONDUCT AND DISCIPLINE

11.1 CODE OF CONDUCT

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

Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), willful damage and/ or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behavior and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

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

11.2 DISCIPLINARY ACTIONS AND RELATED MATTER

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, awarding Black dots, debarring from

examinations, withdrawal of scholarship and/ or placement services, withholding of grades and/ or degrees, cancellation of registration and even expulsion from the Institute.

a) Indiscipline

The Faculty member/ Course Instructor shall have the power to take appropriate action against a student who misbehaves in his/ her class with intimation to DUGC and Dean Academic.

b) Unfair Means

The Course Coordinator/ Instructor of a course shall have the power to debar a student from the examination in which he/ she is detected to be using unfair means. All such cases should be brought to the notice of the Dean Academic along with all the supporting evidences. All such cases shall be looked into by a standing committee consisting of the following officials:

- a) Dean , Academic Chairperson
- b) Chairperson SPGB Member
- c) Chairperson SUGB Member
- d) Concerned Head of the Department Member
- e) Two Senate nominees(nominated by Chairperson, Senate) Member

i. Unfair Means Guidelines

No candidate shall use unfair means or indulge in disorderly conduct at or in connection with examinations.

Here "Candidate" means an examinee taking an examination. Examination means any examination, midterm, end term, quizzes, or practicals which are considered as part of assessment/ evaluation by the instructor while awarding grades in a subject.

Unfair means shall include the following:

1. During the examination time, having in possession or access to
 - a. Any paper, book, note or any other unauthorized material which has relevance to the syllabus of the examination paper concerned.
 - b. Mobile Phones or any electronic gadget other than a calculator, even in switch-off mode, which can potentially be used for communication or copying.
 - c. Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.

- d. Anything written or signs made on the body of the candidate or his/ her clothes/ garments, handkerchief etc, which may have relevance to the syllabus of the examination paper concerned.
- e. Anything written on the question paper which may have relevance to the syllabus of the examination paper concerned.
2. Giving or receiving assistance in answering the question papers to or from any other candidate/ person in the examination hall or outside during the examination hours.
3. Talking to another candidate or any unauthorized person inside or outside the examination room during the examination hours without the permission of the invigilating staff.
4. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.
5. Impersonating any candidate or getting impersonated by any person for taking the examination.

ii. Punishment

A candidate found using unfair means or involved in disorderly conduct or disturbing other candidates, at or in connection with an examination shall be referred to Unfair means Committee. The committee, after consideration of the case as referred to it by the instructor/ invigilator, can award punishment. The punishment awarded by this committee will be in addition to the punishment that may have been already awarded by the course coordinator with one or more of the following

1. Cancellation of the examination of the paper in respect of which he is found to have been guilty; and/ or
2. Cancellation of the examination of the semester examination for which he was a candidate and/ or debarring from examination for future semester(s).
3. Any other punishment deemed suitable by the committee.

iii. Norms of Punishment

The following norms for punishment are laid down.

1. If the candidate is found to have in his possession any material relevant to the syllabus of the examination paper concerned but has not copied from or used it, the punishment will be the cancellation of the examination of that particular paper and he/ she will be awarded F grade in that paper with all the consequences to follow. However, if the material found in possession

of the candidate is of insignificant nature, the punishment may be relaxed to the extent that he/ she will be given a chance to reappear in the examination.

2. If a candidate is found to have copied from or used the material caught, the punishment will be the cancellation of the present semester examination and he/ she shall be awarded F grade in all the papers of that semester with all the consequences to follow.
3. If the candidate is found talking to another candidate or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the invigilator his examination in that paper may be cancelled, and an F grade will be awarded in that paper with all the consequences to follow.
4. If the candidate is found reading or possess some incriminating material relevant to the syllabus of the paper in verandah, urinal etc his/ her examination in that particular paper or his whole semester examination depending on the gravity of the offence, shall be cancelled.
5. If the candidate is found giving or receiving assistance in answering the question papers to or from any other candidate/ person in the examination hall or outside during the examination hours, his/ her examination in that particular paper will be cancelled and the F grade will be awarded in that paper with all the consequences to follow.
6. If the behaviour of the candidate on being caught is unsatisfactory or the candidate uses resistance/ violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offence as deemed fit by the Unfair Means Committee.

All such cases shall be reported to the Academic Senate in its subsequent meeting.

(Senate 25-3.9 / 26-4.5)

c) Stay at Hostel

The Dean (Students & Alumni Affairs), Chief Warden, Warden-in-Charge of a Hostel has the power to reprimand, impose fine or take any other suitable measure against a resident who violates either the Code of Conduct or rules and regulations pertaining to the concerned Hostel.

Violation of the Code of Conduct by an individual or by a group of students can be referred to a Board of Discipline (BOD) by the Director. Constitution of Board of Discipline (BOD) shall be as under:

- | | |
|--|-------------|
| i) Dean (Student Affairs) | Chairperson |
| ii) Dean Academic | Member |
| iii) Two Heads of Teaching Depts.(on rotation basis) | Member |

- | | |
|--|------------------|
| iv) Registrar | Member |
| v) HOD of concerned Dept. | Member |
| vi) Chief Warden of the concerned hostel | Member Secretary |

A student, teacher or other functionary of the Institution can refer a case to this committee for consideration. Further, in very exceptional circumstances, the Chairperson (Senate) may appoint a special committee to investigate and/ or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in his/ her view, may tarnish the image of the Institute. The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Chairperson, Senate for its final decision.

The Senate may **not recommend** a student, who is found guilty of some major offence, to the Board of Governors for the award of a degree/ diploma/ certificate even if he/ she has satisfactorily completed all the academic requirements from time to time.

12 POST GRADUATION REQUIREMENTS

A student shall be deemed to have completed the graduation requirement, if the student has

- i. passed all the prescribed courses,
- ii. attained the minimum required CGPA with no course having F grade,
- iii. satisfied the minimum academic and residence requirements.
- iv. satisfied all the requirements specified by the concerned department, if any,
- v. satisfied all the requirements specified by the Senate and the Ordinances.

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

13 WAIVER OF REQUIREMENTS IN SPECIAL CASES

The procedures and requirements stated in this manual, other than those in section 2.3 (Eligibility for Admissions) and section 8 (Academic Performance Requirement) may be considered in special circumstances under the mercy policy approved by the Senate, given below.

13.1 Mercy Policy

For continuation of semester promotion and award of degree in UG, PG and Ph.D. programmes, following mercy policy and mechanism be adopted. This mechanism is hereby followed for considering mercy appeals/ requests falling under the following categories:

- i. Continuation of registration in spite of not fulfilling the minimum credits/ SGPA/ CGPA requirement(s).
- ii. Extension in duration of academic program beyond the maximum permissible duration.
- iii. Waiver from meeting minimum attendance requirement.
- iv. Registration of credits beyond maximum permissible limit.
- v. Any other item not covered under above points but in violation of rules approved by Senate.

Following steps shall be followed:

1. The appeal/ request for mercy shall be submitted by UG/ PG student to the Program Advisor and to the supervisor by the Ph.D. students.
2. All appeal/ request for mercy related to the Ph.D. student shall be examined and recommended by the DREC of the student.
3. The appeal/ request for mercy shall be taken up in the meeting of the DPGC/ DUGC.
4. The DPGC/ DUGC shall communicate the mercy appeal/ request to the Academic Section clearly mentioning the ground/ justification and recommendations.
5. All recommendations shall be placed before the SUGB/ SPGB for further evaluation of the ground for mercy.
6. Separate recommendation of SUGB/ SPGB for each mercy appeal/ request shall be placed for consideration and final decision by the Senate.
7. Final decision making and termination for all the mercy appeal/ request, irrespective of nature of relief/ recommendation will be at the Senate.

For urgent cases, Chairman Senate is authorized to take decision if all the steps have been followed and get them ratified in the Senate.

(Senate 46-3.4 46-Senate/ 1773 dated 02/ 09/ 2022)

14. GENERAL

These rules shall be in force immediately after the approval of the Senate. Notwithstanding anything contained in this Manual, all categories of students/ candidates shall be governed by the Rules & Regulations framed by the Senate in this behalf and in force from time to time

15. INTERPRETATIONS

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

ANNEXURE- I**POSTGRADUATE COURSES****Course Number**

Each postgraduate 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 two characters of English alphabet and identical for all courses of a particular Department/ Programme. In the case of Humanities and Social Sciences separate identification codes will be used for each of the approved disciplines. The first digit will denote the semester number and last two digits will unequally identify the course of that semester. To ensure active participation of the identified department to run a IDP, the nomenclature of the individual courses offered under the programme shall reflect the identity of the department offering the course. **Course Units**

The units of postgraduate courses will be arrived at as per the table given below. No course will have units less than 2 or more than 5.

Contact hours/ week for a course Units

Two lecture hours: 2

Three lecture hours: 3

Two lecture hours + one tutorial hour: 3

Two lecture hours + one lab session: 3

Three lecture hours + one tutorial hour: 4

Three lecture hours + one lab session: 4

Three lecture hours + one tutorial hour + one lab session: 5

Approval of a New Course

All Postgraduate courses require the approval of the SPGB before being offered. A course will be proposed by an interested faculty member in a prescribed format at least two months before the pre-registration dates of the semester in which it is proposed to be offered for the first time. The Convener, DPGC will send the proposal to all DPGC Conveners for circulation among their colleagues to elicit their comments and suggestions. One copy should be sent to the Chairperson, SPGB. A minimum period of five weeks should be allowed for such comments to be received after which the Convener in consultation with the proposer of the course will write to the Chairperson, SPGB for approval with two copies of the proposal in its final form after taking into account all comments/ suggestions and making suitable modifications. The comments/ suggestions received should be enclosed with the letter to the Chairperson, SPGB. If over 20 percent of the contents have been modified, the proposal should be re-circulated

to all departments/ centres. At least two weeks should be allowed for the receipt of comments on the revised course proposal.

Discontinuation of Course

Any postgraduate course, which is not offered for three consecutive years, may be discontinued. The Academic Section will inform the department concerned about such course(s) and if a recommendation to keep the course in the list of approved courses is not received within one month, the course will be taken off from the list of approved courses. No course will be permitted to remain in the list of approved courses for over five years without being offered. The Head of the Department or Convener, DPGC can request in writing to the Chairperson, SPGB to remove a course from the list of approved courses for the department.

Scheme of Examinations for M. Tech./ M. Plan.

(Semester I & II)

Distribution of % Weightage of marks for a Course

A. Continuous Assessment Examinations					
	Particulars of Course	Theory	(Theory + Lab)	Lab only	
1	Assignments/ Tutorials/ Class Performance/ Quizzes/ Term Project (CWS)	20%	10%		
2	Mid Term Evaluation –I, Mid Term Evaluation-II (MTE)	40%	30%	-	
3	Practical Sessional Marks (PRS) Laboratory Record Marks (based on continuous assessment of lab/ Practical works considering regularity and timely submission of lab records)		20%	60%	
Total Weightage of A					60%
B. End Term Exams					
1	End Term Exam(ETE)	40%	30%	-	
2	Practical End Term Exam (PRE) Lab experiment/ Procedure writing/ Tabulation/ Innovation etc. as applicable and Viva- Voce		10%	40%	
Total Weightage of B					40%

(Semester III)

S.No.	Subject Name	Credit	Evaluation (%)
1	Special Study, if any	03	100
2	Thesis	16	S/ X for each unit comprising of 4 credits

(Semester IV)

S.No.	Subject Name	Credit	Evaluation
1	Thesis	16	S/ X for each unit comprising of 4 credits

Internal thesis verification for Plagiarism must be performed and certificate to this effect be submitted by the candidate to the Institute.

ANNEXURE-II

GENERAL GUIDELINES FOR DISSERTATION/ THESIS WRITING

(Note: Any individual department may refine this format and can modify/ add additional information as part of thesis)

FORMAT OF DISSERTATION/ THESIS

1. **Preliminary pages (page i, ii, iii...):**
 - Inner Title page
 - Certificate
 - Acknowledgement
 - Abstract
 - Table of contents
 - List of tables
 - List of figures
 - List of abbreviations
2. **The main body (pages 1, 2, 3...) is divided as follows:**
 - Introduction
 - Literature Review
 - Materials and Methods
 - Results and Discussion
 - References
 - Appendices
 - Brief bio-data (one page only)

DESCRIPTION OF THE DIFFERENT SECTIONS OF A DISSERTATION/ THESIS**General guidelines**

- An established font of 12 Times New Roman and paragraph style must be followed consistently throughout the thesis.
- Type 1½ space throughout the text on both side of the paper.
- Margins: 38 mm from the left edge of the paper, 25mm from the top, bottom and right edge for A₄ size paper.
- Units and symbols should conform to the international system of units.
- Avoid the use of jargon, nouns as adjectives, split infinitives, improper matching of subjects and verbs, changes of tense in mid-paragraph and redundancy and verbosity. More than a very few errors in spelling or typography leave an impression of carelessness on the examiners.

Outer Title Page

- Title of dissertation/ thesis.
- M. Tech dissertation/ Ph.D. Thesis.
- Name of student with registration number.
- Institute logo
- Place of submission.
- Month and year of submission (Example: May, 2007).

Inner Title page

- Title of dissertation/ thesis.
- The following statement must also appear: This dissertation/ thesis is submitted as a partial fulfilment of the M. Tech. or Ph.D. programme in ----- (For Example: science or Engineering).
- Name of student with registration number.
- Institute logo
- Place of submission.
- Month and year of submission (Example: May, 2007).

Abstract

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

Introduction

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

Literature Review

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

Methodology

This section contains the research methodology of the test methods used (If applicable).

Results and Discussions

- Brief description of the methodology, primarily the experimental design.
- The text should describe the results.
- The figure and table legends contains
 - Short title.
 - Description of the symbols (if applicable).
 - Description of the statistics used (if applicable).

- The figure or table and their legend should appear on the same page.
- Avoid repeating a description of the results – keep the description of the results in the body of the results section and not in the figure or table legend.
- Emphasize the most important contributions of the research. The discussion must not merely recapitulate results or review the literature.
- It is essential to discuss the research in relationship to the literature and to assess the significance of the findings.

Conclusions

This section contains the major findings and main conclusions.

References

- There must be only one reference list for the entire dissertation/ thesis in order of citation in the body of thesis/ dissertation.

Appendices

This section can contain tables and figures of data that are necessary to show but that are not part of the dissertation/ thesis.

Publications from the thesis along with the reviewers comments.

NOTE:- The above guidelines are general in nature and writing style of dissertation/ thesis will vary from department to department and nature of work carried out.

ANNEXURE-III

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

Ph.D. Examiner's Recommendation Form

Name of the candidate	
Title of the Thesis	

Please note that this form should be accompanied by a report commenting on the strengths and weakness as well as specific suggestions for improvement of the thesis as per the guidelines given in the covering letter. This recommendation form is to mainly facilitate the Dean, Academic in deciding appropriate action. Please tick (✓) one of the option below.

"My recommendations are as follows" (Tick Only ONE)

Category-I	a) Thesis is recommended	"Thesis is recommended for award in its present form"	
	b) Thesis is recommended	"The thesis be accepted for the award after minor revision/ queries" (Revisions/ queries would be addressed during the viva-voce examination)	
Category-II	A revision is proposed in the Thesis	"I reserve my decision based on response of candidate to the major revision/ queries requiring rewriting a portion/ chapter of the thesis incorporating some additional work" (Please note that the response of the candidate would be sent to you for final decision, between Category I and III)	
Category-III	d) Thesis is rejected	"Re-writing of the thesis after further research is recommended"	
	e) Thesis is rejected	"The thesis to be rejected outright"	

Name of Examiner:

Dated:

Signature of Examiner

ANNEXURE-IV

The set of regulations, on approval by the senate, shall supercede all the corresponding earlier set of regulations of the institution, with all the amendments thereto, and shall be binding on all parties concerned including students undergoing PG programmes, Faculty, Staff, Departments/ centres and Institute Authorities.

In order to guarantee fairness and justice to all the parties concerned, in view of the periodic evolutionary refinements, any specific issues or matters of concern shall be addressed separately, by the appropriate authorities, as and when found necessary.

The effect of year to year (periodic) refinements in the Academic Regulations & Curriculum, on the students admitted in earlier years shall be dealt with appropriately and carefully, so as to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of Regulations & Curriculum, without any undue favour or considerations.

The Senate may consider any issue or matters of concern relating to any or all the Academic Activities of the Institute, for appropriate action, irrespective of whether a reference is made (or the nature and extend of any reference if so present) to the set of regulations or otherwise.

This manual sets out the procedure and requirements of the M. Tech./ M. Plan. / Ph.D. programmes of study that fall under the jurisdiction of the Senate, MNIT. Further, any legal dispute arising from this set of Regulations shall be limited to the legal jurisdiction determined by the location of the Institute and not that of any other parties.

ANNEXURE-V

- Conversion formula, for converting CGPA (on scale of X) into %, and vice-versa

$$\% \text{ Marks} = \text{CGPA} \times 10$$

(Senate 34-3.21)

ANNEXURE VI

Sl No.	Name of Programme	CREDITS				
		Program Core	Program Elective	Open Elective	Dissertation, Seminar	Total
1.	Architecture and Planning	30	15	4	23	72
2.	Master of Business Administration(MBA)	54	18	9	6	87
3.	M.Sc.(Mathematics)	47	21	3	12	83
4.	M.Tech ECE Scheme	19	16	0	24	59
5.	M.Tech ECE Scheme (Embedded)	18	15	0	22	55
6.	M.Tech Specialization: Wireless and Optical Communications	19	16	0	22	57
7.	Scheme for Master of Technology in Design Engineering	18	15	0	24	57
8.	M.Tech Industrial Engineering	20	15	0	22	57
9.	Scheme for Master of Technology in Production Engineering	21	15	0	22	58
10.	Master of Technology in Thermal Engineering	19	15	0	24	58
11.	M.Tech Civil Engineering (Disaster Assessment & Mitigation)	20	16	-	24	60
12.	M.Tech (Environmental Engg.	20	16	-	24	60
13.	M.Tech (Structural Engineering	20	16	-	24	60
14.	M.Tech (Transportation Engineering	19	16	-	24	59
15.	M.Tech (Water Resources Engineering)	18	15	3	24	60
16.	M.Tech Computer Science and Engineering	22	18	-	20	60
17.	M.Tech (Computer Science and Information Security)	22	18	-	20	60
18.	Scheme of Master of Technology in VLSI Design	19	15	-	22	56
19.	M.Tech (Power System Management) Programme Structure	18	15	3	24	60

20.	National Centre for Disaster Mitigation and Management	19	11	6	24	60
21.	Chemistry	48	18	3	16	85
22.	Physics	48	15	3	15	81
23.	Master of Tech – Renewable Energy	18	18	-	24	60
24.	M.Tech Chemical Engineering	18	18	-	24	60
25.	M.Tech power Electronics & Drives	18	15	3	24	60
26.	M.Tech Power Systems	21	15	-	24	60
27.	M.Tech (Metallurgical and Materials Engineering)	20	18	-	24	62
28.	M.Tech.(Steel Technology)	20	18	-	24	62
29.	Materials Research Centre	21	18	-	24	63