



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN INSTITUTE OF NATIONAL IMPORTANCE
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No: 16th BoG/AT/ 19/252

Date: 16th March, 2020

Order

The BOG in its 16th meeting held on 17th January, 2020 vide Resolution no.16.10, has approved the following three "Ordinances" duly made by the Senate with the direction that the Senate will oversee the implementation process of these three Ordinances and submit its report, including its observation of any operational discrepancies that may arise, amendments, if any, to be incorporated after proper procedural processing.

- (i) the Ordinances and Regulations for Undergraduate Programmes,
- (ii) the Ordinances for Postgraduate Programmes; and,
- (iii) the Ordinances for Doctoral Programmes

The BoG also resolved that the matter will be reviewed by the BoG after completion of one year from the date of introduction of the draft ordinances which were approved in principle by the BoG in its 14th meeting.

The above mentioned three "Ordinances" are enclosed for ready reference for all concerned.

This order is issued with the concurrence of the competent authority.

Sd/-
(Biman Bandyopadhyay)
Registrar, IEST, Shibpur &
Secretary to BOG

Encl: As stated

Copy forwarded for information and necessary action to:

1. PS to the Director
2. All Deans/ All HODs /All Heads of Schools and Centres
3. All Officers
4. Institute Website

16/3/2020
Registrar

ORDINANCES FOR
POSTGRADUATE PROGRAMMES

MTech/MSc/MPlan/MBA/DD/MS Programmes

FROM 2019 ONWARDS



July 2019

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The provisions contained in these ordinances govern the policies and procedures on the admission of students, imparting instructions of courses, conducting of examinations and evaluation and certification of student's performance.

These ordinances, on approval by the Board of Governors, shall be applicable to the students taking admission in 2019 and onwards.

For students admitted in earlier years, these ordinances are also applicable wherever eligible. But such applications shall be dealt with appropriately and carefully, so as to ensure that these students are not subjected to any unfair situation whatsoever. In case of any conflict with the present regulations and earlier regulations, rules those are in favour of these students shall be applicable.

Ordinances for Postgraduate Programmes (MTech/MSc/MPlan/MBA Programmes)

1. Introductory

In exercise of the powers conferred by section 28 of the National Institutes of Technology, Science Education and Research Act, 2007 (29 of 2007), the Senate of the Indian Institute of Engineering Science and Technology, Shibpur, hereby frames the following Ordinances for the conduct and regulation of postgraduate programmes of the Institute and for matters connected therewith.

1.1 Short Title and Commencement

- 1) These Ordinances may be called the Ordinances for Postgraduate Programmes, 2019.
- 2) These shall come into force on such date as the Chairman, Senate, may appoint and different dates may be appointed for different provisions of these Ordinances and for different programmes.

1.2 Application

These Ordinances shall apply to the following programmes of the Institute:

- 1) Master of Technology (MTech) programme
- 2) Master of Planning (MPlan) in Architecture, Town and Regional Planning,
- 3) Master of Science (MSc)
- 4) Master of Business Administration
- 5) Dual Degree (BTech – MTech)
- 6) Master of Technology Programme for Industry sponsored Candidates
- 7) Master of Science (MS) by Research
- 8) Any other programme to which the Senate, through a resolution, decides to apply these Ordinances.

Details of these programmes are mentioned in Section 2.

1.3 Definitions

In these Ordinances, unless the context otherwise requires: -

Academic Session means academic session of the Institute Referred to in section 8 of these Ordinances;

Act means the National Institutes of Technology, Science Education and Research Act, 2007;

Authorities, Officers and Faculty Members, in relation to the Institute, respectively mean, the authorities, officers and faculty members of the Institute;

Board means the Board of Governors of the Institute;

Central Government means the Government of India;

Degree means the Degree of the corresponding Postgraduate Programme;

Department or School or Centre means an Academic Department or School or Centre, as the case may be, established to impart instruction or for carrying out or facilitating the academic and research activities relating to any particular area or discipline or areas of inter-disciplinary nature;

Director means the Director of the Institute referred to under Statute 17 of the Statutes;

Head or Chair in relation to a Department or School or Centre, as the Case may be, means the Head thereof;

Institute means the Indian Institute of Engineering Science and Technology, Shibpur;

Notification means any notification published under the authority of the Senate and includes all such notifications published under these Ordinances;

Ordinances means These Ordinances, i.e., The Ordinances for Postgraduate Programmes, 2019

Programme means an academic programme of the Institute;

Regulations and bye-laws means respectively regulations and byelaws made under these Ordinances.

Rules means the rules made under the Act;

Senate means the Senate of the Institute referred to under Statute 7 of the Statutes;

Statutes means the Statutes of the Indian Institute of Engineering Science and Technology, Shibpur, 2017 and shall include all the amendments made thereto;

Student means a student of the Institute pursuing any of the programmes to which these Ordinances apply;

Supervisor means a person appointed to supervise a Master's Thesis. A **Co-supervisor** means a person appointed to supervise a Master's Thesis in addition to a **Supervisor**.

Unless repugnant to the context, all other terms used in these Ordinances shall have the same meaning as defined in the Act and/ or Statutes.

1.4 Abbreviations and Acronyms

In these Ordinances the following abbreviations and acronyms have been used to mean the expression mentioned against each of them:

- a) BOAC Board of Academics
- b) DD Dual Degree (BTech – MTech)
- c) DPGC Department Postgraduate Committee
- d) MBA Master of Business Administration
- e) MHRD Ministry of Human Resources Development
- f) MPlan Master of Planning
- g) MSc Master of Science
- h) MS Master of Science by Research
- i) MTech Master of Technology
- j) PG Postgraduate
- k) SPGC Senate Postgraduate Committee
- l) UG Undergraduate

1.5 Power of the Senate

1.5.1 To Take Measures for Conduct and Regulation of the Postgraduate Programmes

- 1) Subject to the provisions of these Ordinances, the Senate shall have the power to take all such measures as it deems necessary or expedient for the purpose of conducting and regulating the Postgraduate programmes of the Institute.
- 2) The Senate may, if it considers it necessary or expedient so to do for the purpose of these Ordinances, by a resolution adopted in a meeting of the Senate, constitute a standing committee or committees by such name or names as may be specified in the resolution, for the purpose of exercising and performing such of the powers and functions (including the power to issue directions) of the Senate under these Ordinances and for taking measures with respect to such of the matters referred to in sub-section (1.5.2) as may be mentioned in the resolution and subject to the supervision and control of the Senate and the provisions of such resolution, such standing-committee or standing-committees may exercise the powers or perform the functions or take the measures so mentioned in the resolution as if such standing-committee or standing-committees had been empowered by these Ordinances to exercise those powers or perform those functions or take such measures.

1.5.2 To Make Regulations

For conduct and regulations of the programmes mentioned in Section (1.2) of these Ordinances, the Senate may make regulations consistent with these Ordinances for all or any of the following purposes, namely -

- 1) the admission of the students to any or all of the programmes mentioned in sub-section (1.2) of these Ordinances;
- 2) the courses of study to be laid down for the programmes mentioned in sub-section (1.2) of these Ordinances;
- 3) the conditions under which students shall be admitted to the degree programmes mentioned in Section(1.2) of these Ordinances and to the examinations of the Institute, and shall be eligible for degrees and diplomas;
- 4) the conditions of award of the fellowships, scholarships, exhibitions, medals and prizes;
- 5) the conditions and mode of appointment and duties of examining bodies, examiners and moderators;
- 6) the conduct of examinations;
- 7) the maintenance of discipline among the students of the Institute; and
- 8) any other matter which by the Act or the Statutes is to be or may be provided for by the Ordinances.

1.6 Committees and Officials

The academic programmes of the Institute shall be governed by Rules and Regulations approved by the Senate from time to time. The Senate is the highest statutory and the supreme academic body of the institute that governs all academic matters of the Institute, and the rulings of Senate Chairman (Director of the Institute) are final in regard to all academic issues. A definite time schedule is set by the Senate for various academic activities, through an Academic Calendar issued at the beginning of each academic year. The Senate continuously assesses the academic programmes and makes appropriate revisions/ modifications/ improvements as and when required through different Standing Committees of the Senate.

1.6.1 Senate Postgraduate Committee (SPGC)

The Senate Postgraduate Committee (SPGC) shall be a standing committee constituted by the Senate to coordinate and supervise all Doctoral, Postgraduate and Dual Degree programmes of the Institute. The SPGC

shall work under the overall guidance, supervision and control of the Senate, and the decision of the Senate shall be final in all matters.

The SPGC shall make such recommendations on academic matters, including policy matters, for conduct of the programmes listed in Section (1.2), as it may deem necessary or expedient to the Senate, provided that no recommendation on policy matters shall be made without consulting Dean (Academic).

In particular, the powers, functions, duties and responsibilities of the SPGC shall be as below:

- 1) To consider the recommendations of BOACs for introduction of new courses and/ or modification/ revision of course contents or credits of existing courses, and recommend suitable action to the Senate;
- 2) To propose modifications of the criteria for admission to any or all of the postgraduate programmes of the Institute;
- 3) To Propose modification of the format for presentation and preparation of Masters' thesis and mode of evaluation of oral and written examination;
- 4) To Consider cases of irregularities or grievances of Masters' students referred to it by a DPGC;
- 5) To Consider any other issue referred to it by a DPGC or the Senate.

The SPGC shall meet as often as necessary, but ordinarily not less than twice during a semester. The SPGC shall be assisted by the various DPGCs.

Constitution of SPGC is mentioned in Annexure – I.

1.6.2 Departmental Postgraduate Committee (DPGC)

For every Department, there shall be a committee named the Departmental Postgraduate Committee (DPGC). The DPGC shall work under the Senate Postgraduate Committee (SPGC). The duties and responsibilities of the DPGC shall include the following.

- 1) To provide academic guidance to the students pursuing a master degree programme that falls in its ambit. Such guidance may include providing counsel to the students in academic matters like selection of courses in a Semester etc.
- 2) To Assist the Head in allotment of Masters' Open Electives/ selection of Project Supervisors.
- 3) To Introduce/ revise courses in a course offered in a specialization area with prior approval of the Board of Academics (BOAC) and the Senate.
- 4) To address/ redress problems of postgraduate students as and when referred to it by the Head of Department or School or Centre as the case may be, or by the DFC concerned.

A DPGC may refer any issue to SPGC, if necessary. The Composition of every DPGC shall be as prescribed in Annexure – I.

1.6.3 Departmental Faculty Committee (DFC)

For every Department, there shall be a committee, namely, the Departmental Faculty Committee (DFC) consisting of all the regular faculty members of the Department/ School/ Centre concerned.

1.6.4 Board of Academics (BOAC)

Each Department shall have a Board of Academics (BOAC) consisting all faculty members of the Department and Experts from Industries and Premier Academic Institutes. Course curriculum and syllabi of the courses of any programme offered by the Department will be examined and duly recommended by the BOAC for

subsequent approval by the Senate. Any new course or programme to be offered by the Department should also be examined and recommended by the BOAC before submission through SPGC to the Senate for approval.

1.6.5 Academic Section

The office of the Dean (Academic), hereinafter called the **Academic Section**, shall act on the followings as per the advice of the Senate and the SPGC.

- 1) To receive and process records related to the postgraduate programmes including a list of such Programmes offered, the respective programme curricula, data and information relating to student registration, leave documents etc.;
- 2) To maintain students' roll in respect of the programmes listed in sub-section (2) of section- 1.
- 3) To receive and compile information from the Examination Section about examination results and grades and award of degrees and medals/ prizes;
- 4) To disseminate information pertaining to the programmes to appropriate students;
- 5) To issue specific orders as and when necessary;
- 6) To coordinate actions among students, particularly in relation to the multidisciplinary and interdisciplinary programmes;

The academic section shall also render ministerial assistance and such other services to the SPGC as may be requisitioned by the SPGC.

1.6.6 Academic Counsellor

Every student pursuing an academic programme listed in Section (1.2), shall be allotted to an academic counsellor suited to the programme pursued by her/ him. The Academic Counsellors help the students in selection of their courses and monitor their academic performances. Initially, the DFC shall allot an Academic Counsellor for each PG specialization. Once a Supervisor is appointed for the postgraduate student, the Supervisor will act as the Academic Counsellor. A student may approach the administrative structure, through the DPGC with advice and recommendations from his/her Academic Counsellor.

2. The Postgraduate Programmes

The postgraduate programmes of the Institute shall be offered under the aegis of the different Departments as mentioned below.

2.1 Master of Technology (MTech)

MTech Programme in	Offered by
a) Aerospace Engineering	Department of Applied Mechanics and Aerospace Engineering
b) Civil Engineering	Department of Civil Engineering
c) Computer Science and Technology	Department of Computer Science and Technology
d) Electrical Engineering	Department of Electrical Engineering
e) Electronics and Telecommunication Engineering	Department of Electronics and Telecommunication Engineering
f) Information Technology	Department of Information Technology
g) Mechanical Engineering	Department of Mechanical Engineering
h) Metallurgy and Materials Engineering	Department of Metallurgy and Materials Engineering
i) Mining Engineering	Department of Mining Engineering
j) Green Energy and Sensor Systems	Centre of Excellence for Green Energy and Sensor Systems
k) Healthcare Science and Technology	Centre for Healthcare Science and Technology
l) Materials Science and Engineering	Dr. M.N. Dastur School of Materials Science and Engineering
m) Mechatronics and Robotics	School of Mechatronics & Robotics
n) VLSI technology	School of VLSI Technology

2.2 Master of Planning (MPlan)

This programme is offered by the Department of Department of Architecture, Town and Regional Planning.

2.3 Master of Science (MSc)

MSc Programme in	Offered by
a) Applied Mathematics	Department of Mathematics
b) Applied Geology	Department of Earth Science
c) Chemistry	Department of Chemistry
d) Physics	Department of Physics
e) Food Processing and Nutrition Science	School of Community Science and Technology

2.4 Master of Business Administration (MBA)

This programme is offered by the School of Management Sciences.

2.5 Dual Degree (BTech - MTech)

Dual Degree (BTech-MTech) Programme in	Offered by
a) Aerospace Engineering	Department of Applied Mechanics and Aerospace Engineering
b) Civil Engineering	Department of Civil Engineering
c) Computer Science and Technology	Department of Computer Science and Technology
d) Electrical Engineering	Department of Electrical Engineering
e) Electronics and Telecommunication Engineering	Department of Electronics and Telecommunication Engineering
f) Information Technology	Department of Information Technology
g) Mechanical Engineering	Department of Mechanical Engineering

h) Metallurgy and Materials Engineering

Department of Metallurgy and Materials Engineering

i) Mining Engineering

Department of Mining Engineering

2.6 Master of Technology Programme for Industry sponsored Candidates

The Institute may offer three-Year Master Degree Programmes in Engineering/ Technology. The programmes shall be open to industry sponsored candidates only.

2.7 Master of Science (MS) by Research

The Institute will offer Master of Science (MS) by Research Programme in the future.

2.8 Duration of Programmes

Unless otherwise decided by the Senate, durations of the various postgraduate programmes will be as follows–

Programme	Duration
Master of Technology	Two years
Master of Science	Two years
Master of Planning	Two years
Master of Business Administration	Two years
Dual-Degree (BTech – MTech)	Five years
Master of Technology Programme for Industry sponsored Candidates	Three years
Master of Science (MS) by Research	Two years

2.9 Introduction of New Programmes

On the recommendation of the Senate and final approval by the Board, the Institute may introduce such other postgraduate degree or diploma programme(s).

3. Admission

3.1 Admission Office

The institute shall have a Postgraduate Admission Office (under the Dean-Academic) that will look after the entire admission procedure for the Postgraduate programmes.

3.2 Admission Criteria

The admission criteria for admission to the postgraduate programmes of the Institute shall be decided, and, as and when necessary be modified by the Senate. For stipulating the criteria, the Senate shall take into cognizance the guidelines, if any, issued by the Ministry of Human Resource Development (MHRD), Government of India (GoI).

3.3 Admission Procedure

The procedure to getting admission to the various postgraduate programmes are outlined below.

Programme	Procedure
MTech, MPlan	The students in the respective disciplines who have already graduated or have freshly passed out of their graduation studies are selected through the Centralized Counseling for MTech/ MPlan (CCMT) screenings on the basis of their GATE score/rank.
MSc	The students completing a Three-year B.Sc. Programme are selected through the Centralized Counseling for MSc (CCMN) on the basis of their JAM scores.
MBA	Students having a bachelor's degree in engineering, science, humanities, arts, commerce, business administration with requisite CGPA/marks as decided by the Senate, and a valid MAT/CMAT/CAT/XAT/GMAT score, are selected through a written test followed by interview.
Dual Degree (DD)	Graduate students fulfilling the eligibility criterion in (section 4.2 of UG Regulation) are selected through a written test and/or interview as decided by the authority from time to time.

3.4 Direct Admission

On the recommendation of the SGPC and subject to approval of the Senate, a limited number of students may be offered direct admission to the academic programmes governed under these ordinances. Direct admission may be offered to the following category of candidates.

- 1) The candidates selected by the All India Council for Technical Education (AICTE) under its Quality Improvement Programme (QIP) Scheme.
- 2) Foreign nationals recommended for admission to a postgraduate programme at the Institute by the Indian Council for Cultural Relations, Government of India.
- 3) Foreign nationals or persons of Indian origin or overseas citizens of India, recommended for admission to a postgraduate programme at the Institute under a scheme of the Ministry of External Affairs (MEA), Government of India or by any other ministry of the Government of India.
- 1) Such other category of candidates as may be decided by the Senate from time to time.

3.5 Availability of Seats

Each year, before admission to the postgraduate programmes, the actual number of seats available in each of the programmes mentioned in Sections (2.1 to 2.5) will be decided by the SPGC following MHRD / other

Council instructions, and will be subsequently approved by the Senate. The Institute will follow policies of reservation of seats in various categories as per the existing instructions of the Central Government.

3.6 Provisional admission

A student who qualifies for admission to a programme following the procedure outlined in Section 3.3, gets a provisional admission to the said programme, subject to the availability of seats as mentioned in Section 3.5. The student can be admitted to the programme after depositing the requisite amount of fees. The candidate needs to register for the first semester after depositing the fees, otherwise the offer of admission will be invalid.

3.7 Cancellation of Admission

- 1) All students admitted provisionally or otherwise to any programme shall submit prescribed documents by the last date specified for the purpose by the Academic Section. If any student fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s), his/her admission shall be cancelled.
- 2) If it is detected at any stage of the programme that the candidate resorted to falsehood or adopted any unfair means for securing admission to a programme the admission shall stand cancelled.

Whenever a *prima facie* case of such a false hood or unfair means is known, the matter shall be referred to the SPGC. On its being satisfied about the offence committed, the SPGC shall recommend cancellation of the admission to the Senate, which shall take a final decision on the matter.

All admissions and cancellation of admissions to the programmes shall be reported by the SPGC to the Senate for approval.

3.8 Withdrawal from Programme

A student may discontinue her/ his study in a Programme at any point of time by making an application for the same in the prescribed format (**Annexure II**) and by completing such other official procedure as may be prescribed by the Dean (Academic).

4. Academic Session

4.1 Duration

The academic session normally runs from mid-July in one year to the mid-July in the next year. It is divided into three parts:

- a) Odd semester Middle of July to middle of December
- b) Even semester End of December/beginning of January to middle of May
- c) Summer Term Middle of May to middle of July

4.2 Semester Weeks

Each of the two semesters (Odd and Even) consists of about eighteen weeks including i) class-weeks (13 weeks) devoted to teaching and continuous evaluation of theory and practical subjects, ii) examination (2 weeks), iii) publication of results (2 weeks) and iv) Fests, Sports and Holidays (1 week). All such activities throughout the semester will be displayed in the **Academic Calendar**.

4.3 Summer Term

The duration of the summer term shall be of eight weeks from the middle of May to the middle of July. The dates of the Summer Term in an academic-session shall be decided by the Senate and shall be shown in the Academic Calendar. Students with backlog theory papers from previous odd and/or even semester(s) may appear in the supplementary examination in the summer term.

There shall be no vacation period for the postgraduate students. Unless otherwise stated, the students will work for their project work or other assignments during the Summer Term.

4.4 Regular Examinations

For programme mentioned in Section 1.2, there shall be both mid-semester and end-semester examinations.

4.5 Supplementary Examinations

Supplementary Examinations shall be held only in the Summer-Term. A student may be allowed to clear her/his backlog papers of both odd-semester and even-semester in a session by appearing in the supplementary examinations.

4.6 Academic Calendar

The dates of all academic activities including semester registration, the first and the last days of classes, mid-term break, mid-term examination, end semester examination, Fest days, holidays and vacations, are published in the Academic Calendar every year by the Academic Section as approved by the Senate. The Academic calendar will be available on the Institute website.

5. Curriculum

Every Department has a prescribed course structure which, in general terms is known as the Curriculum. It prescribes all the Theory courses/Laboratory courses/Projects and other requirements for the degree. It also gives the syllabus and a list of text/ reference books for each course. These courses/syllabi are updated regularly and are made available at the Institute Website.

Any faculty member can offer a new course by submitting a new course proposal to the concerned DPGC chairman. The course is to be recommended by the BOAC for approval of the senate.

5.1 Courses

The courses in a discipline are broadly classified as Theory Courses and Laboratory Courses. Theory courses consist of lecture (L) and tutorial (T) hours and may have attached practical (P) hours in special cases while Laboratory courses may have only practical (P) class hours.

Each department offers several specializations in the corresponding Master's programme.

The entire curriculum is divided into various set of courses: –

- a) **Core Courses (CC):** This is a compulsory set of courses in a particular specialization.
- b) **Departmental Electives (DE):** These are elective courses that students have to take from within their parent department.
- c) **Open Electives (OE):** These are elective courses that students have to take from outside their parent department.
- d) **Laboratory:** The laboratory papers are based on some of the theory papers for which experimental, design or other field support is required.
- e) **Project/Seminar:** Students are to take some projects as practical work in different stages of their curriculum.
- f) **Master's Thesis:** In the thesis, a student, under the guidance of a faculty member, is required to do some innovative/practical work individually. This is normally done in the last three semesters and exact duration may slightly differ across the programmes.
- g) **Additional Courses:** A student may take additional courses over and above the curriculum requirement, either available as Institute/Departmental courses or online courses (NPTEL/MOOCs, etc). Credits earned by the student from such courses will not be used to calculate the CGPA/SGPA of the student, but will be shown in the Grade Card as additional credits earned.

The list of subjects (as per the course structure in Annexure-III) to be offered by a Department will be finalized by the Academic Section in consultation with the respective DPGC well before the date of registration.

5.1.1 Master's Thesis

Normally the last year of a 2-year Master's Programme is devoted on project/thesis work working towards innovative research. This work is submitted as an original document prepared by the student known as "Master's Thesis". The duration of the project work in a programme is guided by the respective course structures.

- a) The respective Department/DPGC will allot a supervisor from the faculty members of the Department to every student at the beginning of the second Semester through a transparent procedure. The student continues to work under guidance of his/her allotted supervisor during the subsequent semesters.

- b) Normally a student will be allotted one supervisor. However, if the DPGC feels, a Joint Supervisor may be allotted.
- c) The student is allowed to appeal to the DPGC for a change of Supervisor for any valid reason. However, the decision of the DPGC will be final.
- d) In case the selected supervisor is absent for more than three months or is unable to continue to work/resigns/retires, the DPGC will appoint another supervisor from the Department so that the Master's Thesis of the student is not discontinued.
- e) The student is expected to acknowledge works taken from the existing literature.
- f) A postgraduate student submits an original document in the form of a "Term Paper" report, duly endorsed by his/her supervisor(s), at the end of the second Semester which may be related to his/her project. He/she is evaluated for his/her Term Paper on the basis of the submitted report along with a seminar and viva voce before the Board of Examiners of each specialization as decided by DPGC.
- g) A postgraduate student submits an original document in the form of a "Progress Report", approved by his/her supervisor, at the end of the third Semester of his/her Master's Programme. He/she is evaluated for his/her "Progress Report" on the basis of the submitted report along with a seminar and viva voce before the Board of Examiners of each specialization as decided by DPGC.
- h) At the end of the last semester of the programme, a postgraduate student submits her/his "Master's Thesis", endorsed and approved by her/his supervisor(s), in a standard format approved by the Senate. After submission of the Thesis, the student should present the "Master's Thesis" before a Board of Examiners of each specialization as decided by DPGC which must consist of one external expert, and the project supervisor(s).
- i) Marks/Grades will be awarded for "Term Paper", "Progress Report" and "Master's Thesis" by the respective Examination Boards and the same will be duly forwarded to the Academic Section.
- j) If the progress made by a student in his Project/Thesis, as judged by his/her supervisor, is found to be unsatisfactory, he/she may not be allowed to submit any report/thesis and may have to extend his/her work as decided by the DPGC.
- k) In case of Two-years Master's Programmes, if a student gets offer of a job from a reputed organization after successful completion of third semester and if he/she having CGPA more than 7.0, he/she may appeal to Head of Department to continue his / her study for thesis work of the fourth semester externally, provided a qualified domain expert is available in that organization who will be able and agreed to guide the student for the thesis work as a joint supervisor. The DPGC and thereafter SPGC will review the application on case to case basis. If the DPGC and SPGC feel that it would be possible to continue without full time involvement in the Institute and the supervisor(s) strongly recommends the same, he/she may be permitted to work externally. The student will have to apply for external registration, and he/she will not be eligible to draw any scholarship further. The student will have to submit the thesis within next one year.

6. Registration for Courses

6.1 Registration during Admission

All admitted students must register for all the specified courses on payment of requisite fees within the scheduled date as mentioned in the admission brochure/ notified on the Institute website.

6.2 Semester Registration

- a) For every student, registration for the courses before the beginning of each semester is mandatory till he/she completes his/her entire course of study.
- b) The registration is done on remittance of the requisite fees within the prescribed dates announced in the Academic Calendar/Institute website.
- c) The subjects to be pursued will be suggested by the Academic Counsellors from the respective departments.
- d) If a student does not register in a particular semester without prior permission of the SPGC, his/her studentship is liable to be cancelled.
- e) Without registration, a student will be debarred from all academic activities (courses/ seminars /projects etc.) in a semester and the student will be declared failed in all the courses of that semester.

6.3 Procedure for Registration

The registration schedule will be mentioned in the Academic Calendar. The registration process generally starts before the commencement of each semester. However, registration after the last date may be allowed with a 'Late Fee'. In all circumstances, semester registration must be completed on or before the prescribed last date for registration.

The registration process is to be followed as per the existing practice of the Institute – either online or manual. The student has to fill a Course Registration Form (CRF) for the courses that the student is required to pursue in that semester. The Common Course Registration Form is shown in **Annexure-VIII**.

6.4 Late Registration

In special cases, on the ground of severe illness or some exigencies in the family of the student, if a student fails to contact the academic counsellor and/or avail the online facility/ institute portal in due time, the student may apply to the Chairman, DPGC through his/her academic counsellor with supporting documents/ medical certificates for late registration. The application will be processed through the Academic Section and sent to the SPGC for approval. In such cases, the student may be allowed by the SPGC to register late even after the commencement of semester classes (latest by one month) with payment of a late registration fee.

6.5 Cancellation of Registration

A teacher of a course may recommend cancellation of registration of any student in that course for inadequate attendance without proper authorization.

7. Teaching

7.1 Medium of Instruction

The medium of instruction and examination will be English for all students admitted to the various postgraduate programmes.

7.2 Class Timings

The Institute follows a 5 days per week schedule. Regular classes are held from Monday through Friday from 9 am to 4:35 pm. No classes are scheduled beyond this time period on a regular basis. Lecture/Tutorial classes are usually scheduled in 55-minute slots and lab classes are usually scheduled in 3 class-hours (165 minutes) slots. No classes are usually held on Saturdays and Sundays, unless announced by the Institute on recommendation of the Senate to make up for some holidays due to exigent conditions.

7.3 Extra Classes

Extra classes may be scheduled by the teacher of a course, in case he/she cannot complete the allotted number of lecture-hours for the course, if he/she misses the scheduled classes due to repeated holidays on class-days or due to his/her leave or any other exigencies. Extra classes should be scheduled in consultation with the students registered in the course at a time mutually convenient to everyone.

7.4 Attendance

- a) The attendance of a student in a course should not fall below 75% of total number of classes held for that course in the semester.
- b) The teacher of a course will inform the students about the status of their attendance in a subject after the mid-semester examination. The teacher will send the list of students having attendance less than 75%, one week before the end-semester examination, to the Academic Section for necessary action.
- c) Students having attendance below 75% in a course will be de-registered for that course. He/she will be debarred from appearing in the semester examination for that course and will be awarded a **DR** grade for that course.

7.5 Absence due to any Genuine Reason

If a student's attendance in one or more of the courses falls below 75% because of her/his inability to attend the classes owing to reasons acceptable to the SPGC, the SPGC may, subject to such conditions as it may specify, condone the absence and allow the student to sit for the semester examinations. The reasons that may be considered by the SPGC for excusing the absence may include, but need not be limited to, the following.

- a) Prolonged illness or serious accident suffered by the student
- b) Some assignments vested on the student by the Institute during the class-days to participate in any inter-institute sports, tech-fests, campus interviews etc.
- c) Any other reason that the SPGC may consider condonable.

A student who seeks condonation of her/his absence on any of the above grounds may apply for the same to the Chairperson, DPGC through the Academic Counsellor/ Institute Infirmary/ Dean of Students Welfare/ Head of HRM Dept, as the case may be, with proper supporting documents. The Chairman DPGC may forward the application, along with her/ his comments and observations to the SPGC for consideration. The SPGC shall take an appropriate decision before the commencement of the semester examinations.

8. Evaluation System

8.1 Evaluation for Theory Courses

The evaluation of students' performance in a theory course is a continuous process. A Student's performance in theory papers will be evaluated through Internal Assessment and an End-Semester Examination.

8.1.1 Regular Examinations

In any semester, for theory courses there will be mid-semester examinations and end-semester examinations, conducted centrally by the Academic Section. Mid-semester examinations will be held in the middle of a semester, generally after completion of the first six to seven weeks of study. End-semester examinations will be held after the completion of the course. The dates of such examinations will be displayed in the Academic calendar.

8.1.2 Internal Assessment

- a) The Internal Assessment has two components – i) performance in mid-semester examination and Teacher's assessment.
- b) The Teacher's assessment may have the following components – class tests, quizzes, home assignments, group assignments, viva-voce etc. as per the teacher's discretion.

8.1.3 Weightages

A typical distribution of relative weightage for the various modes of assessments is mentioned below. The course teacher will inform the students about these weightages at the start of the semester.

- a) Internal Assessment
 - i) Mid-semester examination 30%
 - ii) Class Test/ Quiz/ Viva-voce/ Assignments/ Presentation etc. as per Teacher's discretion 20%
- b) End-semester Assessment 50%

For any student, appearing in the end-semester examination is mandatory.

To ensure the principle of continuous evaluation, it is recommended that the Teacher will conduct at least two quizzes/ class tests, one before the mid-term examination and other between the mid-term and the end-semester examination. If a student fails to appear in a mid-semester examination or class test or quiz, or submit an assignment etc., it is entirely up to the Teacher to judge about validity of the reason and decide whether or not to provide a make-up opportunity.

8.2 Evaluation for Laboratory Courses

The assessment in a laboratory course will be based on continuous evaluation of the student's weekly performance in laboratory experiments/ work, quality of their reports and a final performance in a semester-end test that contains experiment/quiz/test/viva-voce. The semester-end test on laboratory course will normally be held a week before the end-semester theory examinations. For any student, appearing in the end-semester test is mandatory.

8.2.1 Weightages

A typical distribution of the relative weightage for these modes of assessments may be as follows.

- a) Regular performance in laboratory works 30%
- b) Quality of laboratory reports 30%
- c) Semester-end test 20%
- d) Viva-voce/Teacher's Assessment 20%

The course teacher will inform the students about these weightages at the start of the semester.

8.3 Evaluation of Projects and Seminars

Projects will be evaluated based on the performance of a student throughout the semester. These projects are performed by the students and need regular interaction (at least once a week) with the supervisor. At the end of the semester the student should submit a project report duly approved by the supervisor, and present the same through a seminar cum viva-voce before a board duly constituted by the department. In the report, the student should duly acknowledge the sources of any existing literature to avoid plagiarism.

8.3.1 Weightages

A typical distribution of relative weightage may be as follows.

- a) Supervisor's Assessment (Project work + Report + Seminar) 60%
- b) Supervisor's Assessment (Report + Seminar) 40%

8.4 Display of In-Semester Performance

In-semester performances in Mid-semester exam, quiz/ class test/ viva etc. of all students must be displayed/ communicated by the course teacher to the students before the commencement of the end-semester examination.

8.5 Disclosing the Evaluated Answer Scripts

The evaluated answer scripts of the end-semester examination of a subject have to be displayed to the students within the date, as mentioned in the Academic Calendar.

8.6 Retention of Answer Scripts

Evaluated answer scripts are to be preserved by the Teacher/ Departmental Office at least for one year.

8.7 Grade Card

- a) At the end of a semester examination, or supplementary examination, the teacher of a theory course will evaluate the end-semester answer-scripts and make online entry of the internal assessment marks and end-semester marks. For laboratory and other courses also, the concerned teacher will make online entry of marks obtained by the students in such courses. The teacher will also send a signed award sheet to the Academic Section within the scheduled date.
- b) The Academic Section will compile the marks and a letter grade will be awarded to the student for each course. A Grade Card will be prepared for each student showing the grades obtained by the student in each course and corresponding credit for the course. The Grade Card will also show the semester grade point average (SGPA) value and semester grade point average (CGPA) value obtained by the student.

8.7.1 Letter Grade

- a) As a measure of students' performance, a 10-scale grading system using the following letter grades and corresponding grade points per credit will be followed for theory courses.

Performance	Marks Obtained (%)	Letter Grade	Grade Point Credit
Excellent	90 to 100	A+	10
Very Good	80 to 89	A	9
Good	70 to 79	B	8
Fair	60 to 69	C	7
Average	50 to 59	D	6
Pass	40 to 49	P	5
Fail	< 40	F	0
Incomplete	-	I	-
De-registered	-	DR	-

- b) For practical courses including laboratory courses, projects, seminars, viva-voce, etc., the 'P' grade is at 50%. Students who obtain marks less than 50% will be awarded 'F' grade. Definition of all other grades remains same.
- c) A student shall be awarded the grade 'I' (Incomplete) in a course if she/he fails to attend the end-semester examination. The candidate has to appear in supplementary examination for converting it into quantifiable letter grade.
- d) The course in which a student obtains 'F' or 'DR' grade will be a 'Backlog' course for the student. A backlog can be cleared by appearing in a supplementary examination. The internal assessment marks obtained by the student for the course will be retained. A student shall not be allowed to appear for more than two backlog courses in the supplementary examinations held in a summer term.
- e) If a student has missed, for a genuine reason, a minor part of the course requirement but has done satisfactorily in all other parts, he/she may be awarded the grade 'I' (Incomplete) in that course. An 'I' must, however, be converted by the Teacher into an appropriate letter grade and communicated to the Academic Section Office by the last date specified in the Academic Calendar. Any outstanding 'I' after this date shall be converted automatically into an 'F' grade.

8.7.2 Change of an Already Awarded Grade

The marks and the letter grades once awarded shall not be changed unless a request for change of marks is made by the teacher of the course, and is accepted by the Chairman-SPGC. Any such request for a change of grade must be made within two weeks from the publication of results.

8.7.3 Semester/Summer term Grade Point Average (SGPA)

A Semester Grade Point Average (SGPA) will indicate the performance of the student in a semester and the summer term to which it refers. It will be computed as follows.

$$SGPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

where n is the number of courses the student registered in the semester/summer term, c_i is the number of credits allotted to the i -th course and g_i is the grade points awarded to the student for the i -th course. The calculated SGPA will be rounded off to the second place of decimal and recorded as such.

8.7.4 Cumulative Grade Point Average

Starting from the second semester, the Cumulative Grade Point Average (CGPA) would indicate the cumulative performance of the student from the first semester up to the semester/summer term to which it refers and will be computed as follows.

$$CGPA = \frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m c_i}$$

where m is the number of courses the students registered from first semester up to and including the semester/summer term concerned, c_i is the number of credits allotted to the i -th course and g_i is the grade points awarded to the student for the i -th course. The calculated CGPA will be rounded off to the second place of decimal and recorded as such. The CGPA, SGPA and the grades obtained in all the subjects in a semester will be shown in the Grade Card to be delivered to every student at the end of every semester.

8.8 Conversion of CGPA into Percentage Marks

In case of a specific query by a student/employer/any other Institute regarding conversion of CGPA into percentage marks, the following formula may be adopted for notional conversion of CGPA into percentage marks.

$$\% \text{ Marks} = (\text{CGPA} - 0.5) \times 10$$

8.9 Declaration of the Result

- a) The Academic Section will place the results of the examinations in a meeting of SPGC to decide about declaration. The grades earned by a student in a semester/summer term shall be communicated to him/her in the form of a printed copy of Grade Card. A sample Grade Card (sheet) is shown in **Annexure- V**. The rank of a student will be decided based on CGPA obtained by him/her.
- b) Grade Card of a student may be withheld if he/she has not paid his/her dues, or if there is a pending disciplinary action against her/him, or for any other appropriate reason as per the directives of the Senate.

8.10 Provisional Certificate

The Academic Section will duly issue a certificate to declare that the student is provisionally admitted to the degree of MTech/ MPlan/ MSc/ MBA/ MS with effect from the date of the publication of result for the final examination provided the rest of the official procedure is completed by the student.

8.11 Degree Certificate

The name of the student admitted to the Degree of the MTech/ MPlan/ MSc/ MBA/ MS is to be approved by the Senate for conferring the formal degree in the next convocation of the Institute. A degree certificate duly signed by the competent authority will be awarded to the student.

8.12 Transcripts

Students may apply for the transcripts for the courses pursued in different semesters, if required by other Institutes. The transcript will show the final grades and credits obtained in all courses, semester-wise, showing the date on which the credit was actually credited.

9. Requirements for the Degree

9.1 MTech, MPlan, MSc, MBA, Dual-Degree (BTech – MTech), MS

In order to qualify for an MTech, MPlan, MSc, or MBA Degree of the Institute covered under this Regulations a student must:

- a) Complete all the credit requirements for the degree as laid down in the prescribed curriculum of the discipline.
- b) Obtain a CGPA of 5.00 or higher at the end of the semester in which he/she completes all the requirements for the degree.
- c) Have cleared all dues to the Institute, the Halls of Residence, the Library, other facilities and the Department.

9.2 Course Completion Time

A student should complete all the requirements for an MTech, MPlan, MSc, MBA, Dual-Degree (BTech – MTech) or MS Degree within the specified durations of the Programmes mentioned in section 2.8. However, under exceptional cases, as per the discretion of the Senate, the student may be allowed to complete all the requirements within next one year after completion of the specified duration of the Programme.

9.3 Discontinuation of Study

- a) If a student does not register and defaults in paying the dues for a semester, without the approval of the SPGC or any other competent authority, he/she shall have to discontinue studies and leave the Institute.
- b) A student, whose cumulative academic records at the end of any semester clearly indicate that he/she will not be able to qualify for the degree for which he/she had been admitted within the specified maximum time limits, may be asked to discontinue studies and leave the Institute.
- c) A student shall not be allowed to continue in the programme and her/his name shall be struck off the rolls, if he/she is having more than two courses with 'F' or 'DR' grade.
- d) If a student is absent for more than a month in a semester without sanctioned leave, he/she shall have to discontinue studies and leave the Institute.
- e) A student having faced a disciplinary action for some of his/her act(s), which is detrimental to the student life and may pollute the academic environment in the Institute, the Institute may cancel his/her admission and the student may be asked to leave the Institute at any time at the discretion of the SPGC/Senate.

The Academic Section will issue a termination letter to the respective student. This information will also be sent to the Head of the Department and other concerned offices. The student will have to vacate his/her hostel accommodation and shall not be entitled to enjoy any other facility of the Institute.

9.4 Appeal against Discontinuation

- a) A student whose Programme is terminated may appeal to the Chairperson, Senate, for re-reinstatement in the Programme.
- b) In cases of termination due to inadequate academic performance, the student should clearly explain causes for the poor performance, including how those causes will not adversely affect her/his performance in the future. The Senate shall take a final decision after considering all available inputs.

- c) A student may re-appeal even after a previous appeal has been rejected. However, the Senate may not entertain any re-appeal for review unless substantial additional information is brought to its notice.

9.5 Relaxation

Under exceptional circumstances, if a student has a severe deficiency in any of the requirements stated in these Regulations due to psychological or other medical conditions, the SPGC/Senate may relax the relevant provisions of these Ordinances based on the merit of the case. The grounds on which such relaxation is granted shall invariably be recorded and cannot be cited as precedence.

9.6 Temporary Withdrawal from the Course of Study

Students are expected to complete their Course of Study without any break. However, for bonafide reasons like prolonged illness or acute problems or exigencies happening in his/her family, Senate may grant leave of absence (temporary withdrawal) from the Course of Study. But such absence(s) shall ordinarily not exceed one semester with or without break.

- a) The student should apply to the DPGC within 15 days of the commencement of the semester or the incident or from the date he/she last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the parent/guardian.
- b) The Institute has to be satisfied that, inclusive of the period of withdrawal, the student is likely to complete his requirements for the degree within the time limits specified in Section 9.2.
- c) There are no outstanding dues or demands on him/her.
- d) A student who has been granted temporary withdrawal from the Institute will be required to pay the tuition fee and other essential fees/late fees/ other charges for the intervening (withdrawal) period while joining for the course later.
- e) He/she cannot draw scholarship (if any) for the period of absence.
- f) A student will be granted only one such temporary withdrawal during his/her entire tenure as a postgraduate student of the Institute.
- g) A student who has been granted a temporary withdrawal on medical grounds will be allowed to rejoin and resume his/her studies only after being declared medically fit by the Institute Hospital.
- h) The grounds on which such withdrawal is granted shall invariably be recorded and cannot be cited as precedence.

9.7 Code of Conduct

A student should maintain the code of conduct prescribed to him/her at the time of admission. In case of any violation of the code of conduct committed by the student, disciplinary action may be taken by the Authority which may even result in termination of the Programme.

10. Scholarships, Medals, Awards and Prizes

10.1 Institute Scholarships, Medals and Prizes

The Institute awards a number of medals and prizes to students with excellent academic records, from the Institute fund. List of such medals and prizes are available from the Academic Office as well as in the Institute website.

10.2 Basic Eligibility Criteria for all Institute Medals, Awards and Prizes

A student is eligible for the award of any medals or prize if

- a) He/she has passed in all the prescribed subjects in the programme and cleared all other requirements, if any, obtaining a CGPA not lower than 8.0 in the semester after which the Medal or Prize is to be awarded.
- b) He/she has not failed in any subject at any stage during his/her academic career till the time of the award.
- c) No disciplinary action has been taken against him/her for any offence at any time prior to the award.
- d) He/she has not been punished under examination malpractice and involved in violation of code of conduct at any stage of the course in the Institute.

Specific rules that govern any particular medal/award/prize, are mentioned against each such award in the List. In case of a tie between two or more students, the prize will be awarded jointly, the value of prize shall be equally shared amongst the awardees and the award certificate will mention 'jointly awarded'.

10.3 Endowment Medals, Prizes and Scholarship

A number of medals and prizes are awarded through endowment fund. Lists and the rules that govern such awards are mentioned in the list of Endowment Awards, available in the Academic Section. The Institute awards endowment medals, scholarships, awards and prizes to the students on the basis of merit or means as specified in each case separately. The following basic rules govern the conditions for such awards.

All Endowment Scholarships will be awarded from the income of endowments received by the Institute from Industries, Institutions, R & D Organizations, Alumni and other individuals for this purpose.

- a) The students i) who have failed in any subject at any stage during his/her academic career till the time of the award, ii) undergone disciplinary action for any offence at any time prior to the award, iii) punished under examination malpractice and involved in violation of code of conduct at any stage of the course in the Institute; are not eligible for such award.
- b) The Institute may decide to discontinue the award of any endowment medal, prize or merit certificate at any moment of time, if it so desires and feels fit. The same be communicate in writing, citing the reasons to the donor/society granting such funds or endowments.
- c) The conferment of award, medals, prizes & merit certificate shall be made during the Annual Convocation of the Institute/or on any other occasion decided by the Senate, following the announcement of the results on which the prize is based.

10.4 Conduct of an Awardee

An awardee of a medal, award or prize under these rules is expected to maintain, besides satisfactory academic progress, regularity in attendance and good conduct, behaviour and discipline in the Department and in the Institute/Halls of Residence. In the event of an awardee being found to be involved in any act of misconduct, misbehavior, indiscipline or adopting unfair means at an examination, the award or prize is liable to be cancelled with immediate effect, before its disbursement.

10.5 MTech Scholarship

- a) Regular MTech students admitted on the basis of their GATE score/rank are entitled to receive GATE scholarship for 24 months as per MHRD norms.
- b) Dual Degree (BTech – MTech) students are also eligible to receive GATE scholarship on the basis of their GATE score/rank, if produced, as per MHRD norms.

10.6 Leave Rules

Postgraduate students are entitled to avail leaves as per MHRD norms.

11. End Note

The rules and regulations mentioned in this document are to be applicable from 2019 onwards. However, some propositions mentioned here are new compared to the prevailing rules/norms and are dependent on the appropriate/adequate infrastructure available in the Institute. It is suggested to have gradual implementation of such rules/propositions in commensurate with the improvements in the infrastructure. However, the basic spirit of quality teaching, opportunities for students, and improving the academic ambience should continuously be adhered to.

Constitutions of Various Committees

A. Senate Post-Graduate Committee (SPGC)

The Senate Postgraduate Committee (SPGC) will have the following members –

- 1) Chairperson
- 2) Members–
 - a) Conveners of various DPGCs
 - b) Last SPGC Chairperson (Ex-officio)
 - c) One Senate Nominee
 - d) Two PG students and two research scholars nominated by the student senate

The Chairperson shall be nominated by the Senate from amongst the members of the Senate. The tenure of the Chairman and the Senate nominee shall be normally of two years. Student representatives as nominated by the postgraduate and PhD students will change every year. One member will be nominated by the Chairman to act as convener.

The SPGC must meet as frequently as essential, but at least two times in every Semester.

B. Departmental Post-Graduate Committee (DPGC)

Each academic department constitutes this committee which consists of the following –

- Chairperson : Head of the Department/School/Centre
 Convener : A faculty member of the department, nominated by the DFC
 Members : At least three members nominated by the DFC, including one member from each PG specialization and one member from earlier DPGC
 Student Representative : One postgraduate student and one research scholar of the department (one preferably a female student).

The tenure of DPGC is for two years; student representatives as nominated by the postgraduate and PhD students will change every year.

Note: Dual Degree students will come under the purview of DPGC and SPGC, from the beginning of their seventh semester.

C. Departmental Faculty Committee (DFC)

The Departmental Faculty Committee will have the following structure –

- Chairperson : Head of the Department
 Convener : A faculty member of the department, nominated by the Head
 Members : All faculty members of the Department

Tenure of the Convener will be normally of two years.

D. Board of Academics (BOAC)

Each Department should have a Board of Academics comprising the following members –

- Chairperson : Dean Academic
 Convener : Head of the Department
 Members : All faculty members of the Department
 External Members : Eminent experts from Industry and Premier Academic/Research Institutes

Names of the External Members will be nominated by the DFC through the Head to the Senate for approval.

Tenure of the External Members will normally be of two years.

Indian Institute of Engineering Science & Technology, Shibpur

Application for Withdrawal from Programme

Department of _____

Student Name : Session : 20.....-.....
Enroll./Reg. no. : Semester : Odd/Even 20...
Student e-mail :
Reason for withdrawal : _____

Scholarship drawn till(if any) : MM/YY

Last Registration fees paid : INR..... Paid on : dd/mm/yyyy

Signature of the student

Clearance obtained from : Library Library-in-Charge
: Computer Center Prof.-in-Charge
: Hall of Residence Warden
: Mess Mess-in-Charge
: Examination Section Dy Registrar (Exam)

Comments by DPGC:

- 1.
2.

Recommended /Not Recommended:

Chairman, SPGC

Unique Coding of a Course, Contact Hours and Credit

The name of a course will follow the identification pattern with Alpha-Numeric code.

Procedure for Subject Coding:

Code: WWXYZZ

WW: Department Code (e.g., EE/CE/ME etc.)

X: Year (1,2,3,4 for BTech; 5,6 MTech, MSc, MBA; 8 for PhD)
(1,2,3,4,5 for BArch.; 6,7 for MPlan)

Y: Sem Code – 1 for odd semester and 2 for even semester

Theory Courses

ZZ: 01 – 20 – for Core Courses

21 – 60 – for Dept. Electives

61 – 70 – for Open Electives

Laboratory / Practical / Project

71 – 90 – Laboratory courses with weekly class loads

91 – 99 – Thesis/Project/internship/Viva etc., without weekly class loads

The contact hours and credits are also expressed in numeric. Contact hours may be for purely Lecture (L), Tutorial (T), and purely practical (P). viz. for a Civil Engineering UG 4th semester theory course: **Soil Mechanics** with 3 Lecture classes/week and a credit of 3 the code is **CE 2205** derived as follows:

Dept. Code		Year	Semester	Serial No		Title	L	T	P	C
A	A	N	N	N	N	C	N	N	N	N
C	E	2	2	0	5	Soil Mechanics	3	0	0	3

In the course curriculum, the class-hr & credit for the above course will be mentioned as: **3 0 0 3**.

Similarly, for a Civil Engineering UG 5th semester laboratory/practical course **Structural Engineering Lab** is shown as: **CE 3107** and its class-hr & credit will be mentioned as **0 0 3 2**.

Dept. Code		Year	Semester	Serial No		Title	L	T	P	C
C	E	3	1	0	7	Structural Engineering Lab	0	0	3	2

Similarly, for an Electrical Engineering MTech1st semester Theory subject: **Energy System Planning and Management** is shown as: **EE5105** and its class-hr & credit will be mentioned as **3 0 0 3**.

Dept. Code		Year	Semester	Serial No		Title	L	T	P	C
E	E	5	1	0	5	Energy System Planning and Management	3	0	0	3

The DD students will have some MTech subjects in their course structure (common with 2-year MTech course structure) and coding for those subjects will be same as the MTech courses.

Proposed Course Structure for Two-Year M. Tech Programme

(From 2019 Onward)

A. First Semester

Sl. No	Course	Credit
1	Course-I (Dep. Core)	3
2	Course-II (Dep. Core)	3
3	Course-III (Dep. Core)	3
4	Course-IV (Dep. Elec)	3
5	Course-V (Open Elective – I)	3
	Theory Subtotal	15
6	Lab - I/ Mini Project – I	2
7	Lab - II/Mini Project – II	2
8	Lab - III/Mini Project – III	2
	Practical Subtotal	6
	Total Credit	21

Note:

The credits mentioned above are indicative and are as such to be followed. However, in cases, where it is essential to include a Tutorial or to increase the lab hours, credits may be increased to 4 (Theory)/3(Practical). In such cases, the total credit should not exceed 23.

Table - 1

Specialization:

a) Departmental Core Courses for the Specialization (Course – I, II, III)

Sl. No	Course Code	Course Name	Class Load/Week			Total load (h)	Credit	Marks
			L	T	P			
1	WWXYZZ					3	100	
2						3	100	
3						3	100	

b) Departmental Elective Courses for the specialization (Course – IV)

Sl. No	Course code	Course Name	Class Load/Week			Total load (h)	Credit	Marks
			L	T	P			
1	WWXYZZ					3	100	
2						3	100	
...						3	100	

c) Open Elective Course: Course – V

d) Departmental Labs for the specialization (Lab – I, II, III)

Sl. No	Course code	Course Name	Class Load/Week			Total load (h)	Credit	Marks
			L	T	P			
1	WWXYZZ					2	100	
2						2	100	
3						2	100	

e) Departmental Mini Projects for the specialization

Sl. No	Course code	Related Course Code and Name	Total load (h)	Credit	Marks
1	WWXYZZ			2	100
2				2	100
3				2	100

B. Second Semester

Sl. No	Course	Credit
1	Course - VI (Dep. Core)	3
2	Course - VII (Dep. Core)	3
3	Course - VIII (Dep. Core)	3
4	Course-IX (Dep. Elec)	3
5	Course-X (Open Elec. II)	3
	Theory Subtotal	15
6	M. Tech Project Part - I (Term Paper)	4
7	Term Paper Seminar & Viva-voce	2
8	Practical Subtotal	6
	Total Credit	21

Note:

The credits mentioned above are indicative and are as such to be followed. However, in cases, where it is essential to include a Tutorial credits may be increased to 4 (Theory). In such cases, the total credit should not exceed 23.

Table - 2

Specialization:

a) Departmental Core Courses for the specialization (Course – VI, VII, VIII)

Sl. No	Course code	Course Name	Class Load/Week			Total load (h)	Credit	Marks
			L	T	P			
1	WWXYZZ					3	100	
2						3	100	
3						3	100	

b) Departmental Elective Courses for the specialization (Course – IX)

Sl. No	Course code	Course Name	Class Load/Week			Total load (h)	Credit	Marks
			L	T	P			
1	WWXYZZ					3	100	
2						3	100	
...						3	100	

c) Open Elective Course: Course – X

d) M. Tech Project Part - I

Sl. No	Course code	Course Name	Total load (h)	Credit	Marks
1	WWXYZZ	M. Tech thesis Part - I (Term Course)	8	4	200
2		Term Course Seminar & Viva-voce		2	100

Third Semester

Sl. No	Course	Credit
1	M. Tech Thesis Part - II (Progress Report)	12
2	Progress Report Seminar & Viva-voce	6
	Total Credit	18

Note:

- For M. Tech Thesis Part - II (Progress Report), the student will submit the details of work done for the M.Tech Thesis during the third semester, and findings (if any). Submission will be followed by a seminar and viva-voce.

M. Tech Project Part - II

Sl. No	Course code	Course Name	Total load (h)	Credit	Marks
1	WWXYZZ	M. Tech Thesis Part - II (Progress Report)	24	12	300
2		Progress Report Seminar & Viva-voce		6	100

Fourth Semester

Sl. No	Course	Credit
1	M. Tech Final Thesis	22
2	Thesis Seminar & Viva-voce	8
	Total Credit	30

Note:

- For M. Tech Final Thesis, the student will compile the entire work done for the M. Tech Project, along with the findings, in the form of a Thesis and submit at the end of the semester. Thesis submission will be followed by a Thesis seminar and viva-voce.

M. Tech Final Thesis

Sl. No	Course code	Course Name	Total load (h)	Credit	Marks
1	WWXYZZ	M. Tech Final Thesis	30	22	400
2	WWXYZZ	Thesis Seminar & Viva-voce		8	200

Total Credit: 21 + 21 + 18 + 30 = 90

**Proposed Course Structure for Two-Year M. Plan Programme
(Specialization in Urban and Regional Planning)
(From 2019 onwards)**

Basic Contact hour, Credit and Marks

Sl. No.	Subject Typology	Contact hour (period)	Credit	Marks
1	Theory (Full Paper)	3	3	100
2	Theory (Half Paper)	2	2	50
3	Sessional /Lab	3	2	100
4	Field visit/ Sessional viva-voce examination/ Thesis viva-voce examination	-	2	50

Summary of Contact hour, Credit and Marks

Sl. No.	Semester	Contact hour (period per week)			Credit			Marks		
		Lecture	Sessional /exam	Total	Lecture	Sessional /exam	Total	Lecture	Sessional /exam	Total
1	First Semester (Part I)	15	12	27	15	10	25	500	400	900
2	Second Semester (Part II)	14	12	26	14	10	24	450	450	900
3	Third Semester (Part III)	3	15	18	3	14	17	100	600	700
4	Fourth Semester (Part Iv)	-	9	12	-	14	24	-	500	500
Grand Total					32	48	90	1050	1950	3000

Course Structure: First Semester [Part I]

Sl.	Subject Name	Code	Contact hours per week		Marks				Credit
			L	S	Exam	IA ^[1-1]	S	Total	
Theoretical Subjects									
1	Planning Theory	AP6101	3	-	70	30	-	100	3
2	Transportation Planning	AP6102	3	-	70	30	-	100	3
3	Infrastructure, Network and Services	AP6103	3	-	70	30	-	100	3
4	Statistical Methods and Planning Techniques	AP6104	3	-	70	30	-	100	3
5	Elective I: Core ^[1-2]	AP6130	3	-	70	30	-	100	3
		AP6131							
		AP6132							
Total			15					500	15
Sessional Subjects									
6	Planning Project I ^[1-3]	AP6150	-	9	-	-	300	300	6
7	GIS and Remote Sensing	AP6151	-	3	-	-	50	50	2
8	Planning Viva Voce I ^[1-4]	AP6180	-	-	50	-	-	50	2
Total				12				400	10
Grand Total			15	12				900	25

Note:

L: Lecture; S: Sessional; Exam: End Semester Final Examination; IA: Internal Assessment

[1-1] : Marks distribution for IA: Mid Semester Exam/Class Test + Assignment: 15+15=30.

[1-2] : Elective Ia: **AP6130: Socio-economic Basis of Planning;**

Elective Ib: **AP6131: Disaster Mitigation Planning;**

Elective Ic: **AP6132: Climate Change and Human Settlements**

[1-3] : Students will be required to visit study areas anywhere in India for data collection through primary survey for a maximum period of two weeks under the supervision of Planning Studio Coordinator.

Evaluation for the subject will consist of **two Interim Reviews of 100 marks each** and **100 marks for End Semester presentation** of Drawing and Report to a Jury of at least three Examiners consisting of the Subject Teacher/s, one External Examiner and one Internal Examiner nominated by the Departmental Academic Committee.

[1-4] : Viva Voce Examination to be conducted by a Jury of at least three Examiners as indicated in [1-3].

Course structure: Second Semester [Part II]

Sl.	Subject Name	Code	Contact hours per week		Marks				Credit
			L	S	Exam	IA [2-1]	S	Total	
Theoretical Subjects									
1	Metropolitan and Regional Planning	AP6201	3	-	70	30	-	100	3
2	Environmental Planning	AP6202	2	-	35	15	-	50	2
3	Planning Legislation and Professional Practice	AP6203	3		70	30	-	100	3
4	Housing and Urban Renewal	AP6204	3		70	30	-	100	3
5	Elective II: Core/Open [2-2]	AP6230	3		70	30	-	100	3
		AP6231							
		AP6232							
Total			14					450	14
Sessional Subjects									
7	Planning Project II[2-3]	AP6250	-	12	-	-	400	400	8
8	Planning Viva Voce II[2-4]	AP6280	-	-	50	-	-	50	2
Total				12				450	10
Grand Total			14	12				900	24

Note:

L: Lecture; S: Sessional; Exam: End Semester Final Examination; IA: Internal Assessment

[2-1] : Marks distribution for IA: Mid Semester Exam/Class Test + Assignment: 15+15=30 / 10+5=15

[2-2] : Elective IIa: **AP6230: Urban Design and Conservation;**

Elective IIb: **AP6231: Smart City Planning;**

Elective IIc: **AP6232: Rural Development and Planning;**

[2-3] : Students will be required to visit study areas anywhere in India for data collection through primary survey for a maximum period of two weeks under the supervision of Planning Studio Coordinator.

Evaluation for the subject will consist of **two Interim Reviews of 150 marks each** and **100 marks for End Semester presentation** of Drawing and Report to a Jury of at least three Examiners consisting of the Subject Teacher/s, one External Examiner and one Internal Examiner nominated by the Departmental Academic Committee.

[2-4] : Viva Voce Examination to be conducted by a Jury of at least three Examiners as indicated in [2-3].

Course structure: Third Semester [Part III]

Sl.	Subject Name	Code	Contact hours per week		Marks				Credit
			L	S	Exam	IA ^[3-1]	S	Total	
Theoretical Subjects									
1	Urban Governance and Finance	AP7101	3	-	70	30	-	100	3
	Total		3					100	3
Sessional Subjects									
5	Planning Project and Thesis I ^[3-2]	AP7150	-	9	-	-	300	300	6
6	Detailed Project Report	AP7151	-	6		-	200	200	4
7	Planning Project and Thesis Viva Voce I ^[3-3]	AP7180	-	-	50	-	-	50	2
8	Fieldwork Training and Viva voce ^[3-4]	AP7181	Not exceeding 6 weeks				50	50	2
	Total			15				600	14
	Grand Total		3	15				700	17

Note:

L: Lecture; S: Sessional; Exam: End Semester Final Examination; IA: Internal Assessment

[3-1] : Marks distribution for IA: Mid Semester Exam/Class Test + Assignment: 15+15=30.

[3-2] : Consists of **two interim reviews of 150 marks each**, by a Jury of **at least three Examiners** consisting of the Supervisor/s, PG Thesis Coordinator, and one External Examiner nominated by the DAC who will be the common External Examiner for all candidates and who will further continue to act as one of the two external examiners in Planning Project and Thesis Viva-voce (AP7180).

[3-3] : End Semester presentation of drawings and report to a Jury of **at least two External Examiners** nominated by the DAC who will be the common External Examiners for all candidates. Viva Voce Examination to be conducted by the Jury as indicated above.

[3-4] : Fieldwork Training and Viva Voce involves field training not exceeding **six weeks** to practical exercises independently or jointly with external planning organizations/Institutions addressing study of real world situations related to planning, and the Viva Voce examination will be conducted at the end of the training programme by a jury of at least three examiners amongst which the Head examiner will act as the coordinator.

Course structure: Fourth Semester [Part IV]

Sl.	Subject Name	Code	Contacts hours per week		Marks				Credit
			L	S	Exam	IA	S	Total	
Sessional Subjects									
1.	Planning Project and Thesis II ^[4-1]	AP7250	-	12	-	-	300	300	12
2.	Planning Project and Thesis Report I ^[4-2]	AP7280	-	-	100	-	-	100	6
3.	Planning Project and Thesis Viva Voce II ^[4-3]	AP7281	-	-	100	-	-	100	6
	Grand Total			12				500	24

Note:

- [4-1] Consists of **three interim reviews of 100 marks** each, by a Jury of at least **three Examiners** consisting of the Supervisor/s, MURP Thesis Coordinator, and one External Examiner nominated by the DAC, who will be the common External Examiner for all the candidates and who will further continue to act as one of the two External Examiners in Planning Project and Thesis Report (AR7280) and Planning Project and Thesis Viva Voce (AP7281).
- [4-2] End Semester presentation of drawings and report to a Jury of at least **two External Examiners** nominated by the DAC, who will be the common External Examiners for all candidates. Viva Voce Examination to be conducted by the Jury as indicated above.
- [4-3] Viva Voce Examination will be taken by a Jury as indicated in [4-2].

**Proposed Course Structure for Two-Year MBA Programme
(From 2019 onwards)**

Note:

1. Core Courses are Compulsory
2. Specialization in Human Resource Management, Marketing Management, Finance, and Operations Management
3. Dual Specialization Structure

1st Year (Semester – I)

Sl. No	Course Code	Title	Marks	L-T-P	Credits
1	MB5101	Core I: Principles of Management and Organisational Behaviour	100	3-0-0	3
2	MB5102	Core II: Managerial Economics	100	3-0-0	3
3	MB5103	Core III: Quantitative Methods in Management	100	3-0-0	3
4	MB5104	Core IV: Managerial Accounting	100	3-0-0	3
5	MB5105	Core V: Marketing Management-I	100	3-0-0	3
6	MB5106	Core VI: Information Technology Management	100	3-0-0	3
	Lab				
7	MB5181	Business Communication	100	0-0-2	2
Total			700	18-0-2	20

1st Year (Semester – II)

Sl. No	Course Code	Title	Marks	L-T-P	Credits
1	MB5201	Core VII: Human Resource Management	100	3-0-0	3
2	MB5202	Core VIII: Operations Research	100	3-0-0	3
3	MB5203	Core IX: Marketing Management-II	100	3-0-0	3
4	MB5204	Core X: Financial Management	100	3-0-0	3
5	MB5205	Core XI: Operations and Productions Management	100	3-0-0	3
6	MB5206	Core XII: Business Environment and Legal System	100	3-0-0	3
	Project				
7	MB5281	Project-I (Term Paper)	100	0-0-2	2
Total			700	18-0-2	20

2nd Year (Semester – III)**Note:**

1. 2 Core Courses
2. 1 Open Elective
3. 2 Electives in each of the two Specialization – total 4 courses

Sl. No	Course Code	Title	Marks	L-T-P	Credits
Core Courses					
1	MB6171	Open Elective -I	100	3-0-0	3
2	MB6101	Core XIII: Management Information Systems	100	3-0-0	3
3	MB6102	Core XIV: Introduction to Entrepreneurship Development	100	3-0-0	3
Elective Courses: Financial Management					
4.1	MB6121	Elective: Financial Markets, Financial Institutions & Services	100	3-0-0	3
5.1	MB6122	Elective: Strategic Financial Management and Security Analysis and Portfolio Management	100	3-0-0	3
Elective Courses: Marketing Management					
4.2	MB6123	Elective: Services Marketing	100	3-0-0	3
5.2	MB6124	Elective: Consumer Behaviour & Marketing Research	100	3-0-0	3
Elective Courses: Human Resource Management					
4.3	MB6125	Elective: Performance, Compensation and Reward Management	100	3-0-0	3
5.3	MB6126	Elective: Industrial Relations and Labour Laws	100	3-0-0	3
Elective Courses: Operations Management					
4.4	MB6127	Elective: Supply Chain Management	100	3-0-0	3
5.4	MB6128	Elective: Quality Management Systems	100	3-0-0	3

Lab/ Project/Internship					
6	MB6181	Project-II (Progress Report)	100	0-0-2	2
7	MB6182	Society, Ethics and Sustainability	100	0-0-2	2
8	MB6183	Summer Internship	100	0-0-4	4
Total					
Total			1000	21-0-4	29

2nd Year (Semester – IV)

Note:

1. 1 Core Course
2. 1 Open Elective
3. 2 Electives in each of the two Specializations - total 4 courses
4. 1 Dissertation

Sl. No	Course Code	Title	Total	L-T-P	Credits
Core Courses					
1	MB6270	Open Elective –II	100	3-0-0	3
2	MB6201	Core XV: Strategic Management	100	3-0-0	3
Elective Courses: Financial Management					
3.1	MB6220	Elective: Company Accounts and Corporate Taxation and Tax Planning	100	3-0-0	3
4.1	MB6221	Elective: International Financial Management	100	3-0-0	3
Elective Courses: Marketing Management					
3.2	MB6222	Elective: Advertising, Sales and Distribution Management	100	3-0-0	3
4.2	MB6223	Elective: Advanced Marketing Management	100	3-0-0	3
Elective Courses: Human Resource Management					
3.3	MB6224	Elective: Advanced Human Resource Management	100	3-0-0	3
4.3	MB6225	Elective: Corporate Human Resource Management and HRD Audit	100	3-0-0	3
Elective Courses: Operations Management					
3.4	MB6226	Elective: Technology Management	100	3-0-0	3
4.4	MB6227	Elective: Service Operations Management	100	3-0-0	3
Dissertation & Viva					
5	MB6281	Thesis	100	0-0-8	8
6	MB6282	Comprehensive Viva-Voce	100	0-0-0	6
Total					
Total			800	18-0-8	32

Summary of Marks and Credits

Semester	I	II	III	IV	Total
Marks	700	700	1000	800	3200
Credits	20	20	29	32	101

Proposed Course Structure for Two-Year MSc Programme

(From 2019 onwards)

A. First Semester

Sl. No	Course Code	Course Name	Class Load/Week			Total load/week (h)	Credit	Marks
			L	T	P			
1	WWXYZZ	Course - I (Dept. Core)	3	1	0	4	4	100
2		Course - II (Dept. Core)	3	1	0	4	4	100
3		Course - III (Dept. Core)	3	1	0	4	4	100
4		Course - IV (Dept. Elective - I)	3	0	0	3	3	100
5		Course - V (Open Elective - I)	3	0	0	3	3	100
6		Laboratory - I/Mini Project - I	0	0	3	3	2	50
7		Laboratory - II/Mini Project - II	0	0	3	3	2	50
Total			15	3	6	24	22	600

B. Second Semester

Sl. No	Course Code	Course Name	Class Load/Week			Total load/week (h)	Credit	Marks
			L	T	P			
1	WWXYZZ	Course - VI (Dept. Core)	3	1	0	4	4	100
2		Course - VII (Dept. Core)	3	1	0	4	4	100
3		Course - VIII (Dept. Core)	3	1	0	4	4	100
4		Course - IX (Dept. Elective - II)	3	0	0	3	3	100
5		Course - X (Open Elective - II)	3	0	0	3	3	100
6		Laboratory - III/Mini Project - III	0	0	3	3	2	50
7		Term Paper	0	0	8	8	4	100
8		Term Paper Viva-voce					2	50
Total			15	3	11	29	26	700

C. Third Semester

Sl. No	Course Code	Course Name	Class Load/Week			Total load/week (h)	Credit	Marks
			L	T	P			
1	WWXYZZ	Course - XI (Dept. Core)	3	0	0	4	3	100
2		Course - XII (Dept. Core)	3	0	0	4	3	100
3		Course - XIII (Dept. Core)	3	0	0	4	3	100
4		Laboratory -IV	0	0	3	3	2	100
5		MSc Thesis Part - I (Progress Report)	0	0	16	16	8	100
6		Progress Report Viva-voce	0	0	0	0	2	100
Total			9	0	19	31	21	600

D. Fourth Semester

Sl. No	Course Code	Course Name	Class Load/Week			Total load/week (h)	Credit	Marks
			L	T	P			
1	WWXYZZ	Course - XIV (Dept. Core)	3	1	0	4	4	100
2		Course - XV (Dep. Elec. - III/ Open Elec. - III)	3	0	0	3	3	100
3		Laboratory - V	0	0	3	3	2	100
4		MSc Thesis	0	0	16	16	8	200
5		Thesis Seminar & Viva-voce	0	0	0	0	4	100
Total			6	1	19	26	21	600

Total Credit: 22 + 26 + 18 +21 = 90

Note:

The credits mentioned above are indicative and are as such to be followed. However, in cases, where it is essential to include a Tutorial or to increase the lab hours, credits may be increased to 4 (Theory)/3(Practical). In such cases, the total credit should not exceed 94.

Common Course Registration Form

Student Name : Academic Session : 20.....-.....
 Department : Semester No.....
 Enrollment no. : Semester : Odd/Even/Summer
 Student registered e-mail : CGPA till last Semester :
 Backlog, if any:

Registration for Courses /Supplementary Examination (separate forms should be submitted)

Core Theory (with code)	
Elective (with code)	
Open Elective(with code)	
Project/ Seminar, etc.	
Laboratory (with code)	

 Signature of the Student

Endorsement by:

Academic Counsellor

Chairman DPGC

Dy Registrar (Academic)