

Rules and Regulations

For

Post Graduate Programmes

(M.Tech./M.Arch. and Ph.D.)

[PG MANUAL]

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National Institute of Technology Hamirpur

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Preface

Academic programmes of NIT Hamirpur are governed by Rules and Regulations as approved by the Senate, which is the highest academic body of the Institute. The Senate continuously monitors these programmes and makes appropriate modifications/improvements from time to time. This PG Manual gives comprehensive information on the existing Rules and Regulations about the M.Tech./M.Arch. and Ph.D. Programmes.

The academic system is semester based and hence the students are required to follow certain procedures and meet certain academic requirements in each semester.

It is in the interest of the student that he/she should be fully familiar with the academic systems of this Institute. Attention should be paid to the schedule and structure of coursework and thesis work, the assessment procedure and the rules governing conduct and assessment of these activities.

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Abbreviations

BOG	Board of Governors
BOD	Board of Discipline
CGPI	Cumulative Grade Point Index
DPGC	Departmental Post Graduate Committee
DSC	Departmental Selection Committee
DUGC	Departmental Under Graduate Committee
GMC	Grade Moderation Committee
HoD	Head of the Department
PG	Post Graduate
SGPI	Semester Grade Point Index
SPGC	Senate Post Graduate Committee
SRC	Student Research Committee
SUGC	Senate Under Graduate Committee
UMC	Unfair Means Committee

Definitions

Unless the context requires, otherwise,

- **"Applicant"** shall mean an individual who applies for admission to any Post Graduate (PG) programme of the Institute
- **"Board"** shall mean Board of Governors of the Institute
- **"CGPI"** shall mean the Cumulative Grade Point Index of a student
- **"Council"** shall mean the Council of the India's National Institutes of Technology
- **"Course"** shall mean a curricular component identified by a designated code number and a title
- **"Course Coordinator"** shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and the award of grades
- **"Dean-A"** shall mean the Dean Academic, NIT Hamirpur
- **"SPGC"** shall mean the Senate's Post Graduate Committee of the Institute
- **"SUGC"** shall mean the Senate's Under Graduate Committee of the Institute
- **"DPGC"** shall mean the Post Graduate Committee of the Department
- **"DUGC"** shall mean the Under Graduate Committee of the Department
- **"SRC"** shall mean Student's Research Committee of faculty members constituted through DPGC of the department who will counsel and evaluate the progress of Ph.D. candidate
- **"Degree"** shall mean the Ph.D. degree, M.Tech./M.Arch. degree and such other degrees of the Institute as may be approved by the Board
- **"Educational Institution"** shall mean those institutions which offer Bachelor's and/or higher degrees in Science, Engineering/Technology/Architecture, management, humanities, etc.
- **"Full Time Student"** shall mean a student registered for a PG Degree devoting full time for completing the academic requirements
- **"GATE"** shall mean Graduate Aptitude Test conducted by the Government of India

- **"Grade Moderation Committee"** shall mean the committee appointed by the department to moderate grades awarded by the course coordinators in different courses in a semester at a given level of a curriculum
- **"Institute" or "NITH"** shall mean the National Institute of Technology, Hamirpur, HP, India
- **"Minimum Registration Period"** shall mean the minimum period for which a student must be registered for the post graduate degree
- **"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
- **"PG"** shall mean Post Graduate
- **"Teaching Scheme"** shall mean the scheme of teaching and examination for a PG programme approved by the Senate
- **"SGPI"** shall mean the Semester Grade Point Index of a student
- **"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
- **"Sponsored Candidate"** shall mean a PG student receiving full financial support from the Sponsoring Organization
- **"Supervisor"** shall mean a faculty member of the Institute, and/or from outside the Institute approved by the DPGC/SPGC/Senate, to supervise the student for the designated academic activity
- **"Department"** would mean any academic department or a centre imparting education and/or pursuing research
- **"Synopsis"** shall mean the summary of the work done towards Ph.D. thesis which shall be sent to the external examiners for requesting their consent for evaluation

1. INTRODUCTION

The objectives of the post graduate programmes - M.Tech./M.Arch. and Ph.D. at the National Institute of Technology, Hamirpur, HP, India (NITH) are as follows:

- To cultivate high standard of performance in teaching and research
- To develop the scientific, engineering and managerial manpower of the highest quality to cater to the needs of the industry, R&D organizations 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, technological and managerial methods through its curriculum
- To provide a deep understanding of the areas of specialization
- To provide an innovative ability to solve new and open problems
- To provide a capacity to learn continually and interact with multidisciplinary groups
- To develop the students with a capability for:
 - Free and objective enquiry
 - Courage and integrity
 - Awareness and sensitivity to the needs and aspirations of society
 - Doing independent research in their chosen areas

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

The procedures and requirements stated in this Manual embody the philosophy of the post graduate 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 Committee (SPGC)/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 PG Manual does not specifically mention something, the same shall be forwarded by DPGC to Chairman, Senate through Chairman, SPGC and Dean Academic for its consideration.

1.1 Office of the Dean Academic

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

- i. Receives, processes and maintains all records relating to the under graduate 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, departments/centres/interdisciplinary programmes and SPGC/SUGC.

Academic Section assists the SPGC/SUGC and its subcommittees in their functioning. Dean Academic (Dean-A) is the main functionary who ensures the smooth functioning of the academic programmes as approved by the Senate, executes the policies and decisions of the Senate and SPGC/SUGC, and ensures that all records and files are maintained.

1.2 Post Graduate Programmes

A list of PG programmes as approved by the Senate/BOG and being offered by the Institution as of today are given in Annexure-II. The list may be modified and new programmes introduced/deleted from time to time by the Senate/BOG.

1.3 Category of Post Graduate Students

(A) Full Time Students

(i) Students with assistantship (Institute/external)

1. Students getting Institutional fellowship, teaching assistantship, etc.
2. Students getting assistantship/scholarship from other Government/ Semi Government agencies. These students receive their fellowship as well as contingency grants, if any, from supporting organizations such as AICTE/MHRD, Council for Scientific and Industrial Research (CSIR), University Grants Commission (UGC), Department of Science and Technology (DST), DRDO, and other similar organizations.

(ii) Students without any assistantship

1. **Sponsored students:** These students/candidates are employees of a Public Sector Undertaking, a Government Department, a Research & Development organization/lab, a recognised private industry of repute, an educational institution, a defense sponsored Officer, or

admitted under an MOU.

- 2. Foreign:** These students are admitted through Embassy of the respective Government after getting approval from the Ministry of External affairs and no objection certificate from the Ministry of Human Resources Development, Department of Education, Government of India or admitted under an MOU.

(B) Part Time Students

(i) Institute faculty/staff/project staff

This category refers to students who are regular employees of the Institute or who are working on various projects undertaken by the Institute. They are expected to work for their M.Tech./Ph.D. programme after fulfilling their normal duties.

The regular employees of NIT Hamirpur pursuing their M.Tech./M.Arch./Ph.D. programme shall be given 50% waiver in fees during the stipulated period of the programme.

(ii) Sponsored Ph.D. candidates

This category comprises of Ph.D. students who are working professionals and are sponsored by their respective organizations. While working at their respective organizations, they can pursue the Ph.D. work as a student of Institute.

(C) Off Campus Ph.D. Students

Such Ph.D. student, after completion of residential requirement (completion of course work and minimum stay of one year in the Institute campus), may be allowed to join his/her parent organization as Part Time student where he/she will be doing the research work while serving the parent organization.

1.4 Senate Post Graduate Committee (SPGC)

The Senate Post Graduate Committee (SPGC) has been established to assist the Senate in all academic matters related to the PG (M.Tech./M.Arch. and Ph.D.) programmes. It operates through the Departmental Post Graduate Committees (DPGCs) to administer all aspects of the PG programmes.

1.4.1 Constitution of SPGC

The Senate Post Graduate Committee (SPGC) shall have the following constitution:

1. Dean Academic Member
2. Convener, DPGC from all Academic Member
Departments/Centres
3. Six Additional Members

- | | |
|--|--------|
| i. Immediate former Chairman, SPGC (if not otherwise a member) | Member |
| ii. Chairman, SUGC | Member |
| iii. Two Nominees of Chairman, Senate (from Senate Members) | Member |
| iv. Two Students, one from Ph.D. and one from M.Tech./M.Arch. <i>(to be nominated by the Dean Academic from amongst the class seniors on the basis of merit)</i> | Member |

Chairman of the SPGC shall be nominated by the Chairman, Senate.

1.4.2 Jurisdiction of SPGC

The Senate Post Graduate Committee (SPGC) shall have jurisdiction in the following matters concerning the postgraduate programme of the Institute:

1. the recommendation of new PG programmes
2. the recommendation of new courses
3. formal approval of the new course
4. desirable modification of courses already approved
5. the credit value of courses
6. the admission of qualified students to candidacy for degrees
7. the rules governing the form of presentation and disposal of theses, the conduct of oral and written examinations
8. periodic evaluation of academic performance of programmes
9. periodic evaluation of research conducted
10. recommendations for granting of degrees
11. in such other related matters as may be referred to it by the Senate

1.4.3 Functions of SPGC

The functions of the Senate Post Graduate Committee (SPGC) 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 Committee shall make full use of the appraisals and recommendations of the various academic departments/centres concerned while recommending a case to the Senate. This Committee shall be assisted by the DPGCs of various departments/centres.

1.5 Departmental Post Graduate Committee (DPGC)

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

1.5.1 Constitution of DPGC

The Departmental Post Graduate Committee (DPGC) shall have the following constitution:

1. The Head of the Department (HoD) as Chairman, DPGC
2. Convener, to be nominated by Department Faculty Board (DFB)
3. Convener, DUGC
4. Four faculty members to be nominated by the HoD in consultation with Convener, DPGC from the Department/Centre; [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/centre to be nominated by the HoD in consultation with Convener, DPGC
6. Two students (one from Ph.D. and other from one of the PG programmes). If M.Tech./M.Arch. 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.

The student members shall not participate when the cases of academic evaluation of individual students are being considered. Although, the student members opinion may be sought prior to taking any decision.

1.5.2 Responsibilities of DPGC

The Departmental Post Graduate Committee (DPGC) is responsible for the following.

1. Supervision and conduct of lecture, tutorial and practical classes
2. Supervision and conduct of mid term exam, 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.Arch. candidates
5. Recommendations of supervisors of Ph.D. candidates
6. Admission related matters in PG programmes at departmental level
7. Monitoring the quality of research
8. Proposing and implementing new courses and programs as approved by Senate/BOG
9. Monitoring daily attendance of all PG and research students
10. Recommending for release/continuation of assistantship on monthly

- basis based on attendance and weekly workload of PG/Ph.D. students
11. Attending to the problems of students and advising, counseling them in academic matters
 12. To recommend the cases of M.Tech./M.Arch./Ph.D. students for continuation/extension/termination/cancellation of programme
 13. Acting as Student Grievance Committee for PG students
 14. Any other work assigned to it by SPGC/Dean-A/Senate
- The DPGC is expected to have its meeting regularly and to keep record of its decisions. DPGC shall meet at least four times in an academic year.

2. ADMISSIONS

2.1 Academic Session

The academic session of the PG programmes is divided into two semesters each of approximately 17 weeks duration. The Senate shall approve the schedule of academic activities for an academic year including the dates of registration, mid semester and end semester examinations. The semester timeline is defined in the Academic Calendar and is broadly the following:

Semester I (Odd Semester). Starts around the last week of July and ends around the beginning of December.

Semester II (Even Semester). Starts around the first week of January and ends around the beginning of May.

2.2 Admission Calendar

The admissions to the Ph.D. programme may be made in either or both of the two regular semesters. Admissions to M.Tech./M.Arch. programme are made once a year in Odd Semester.

The Dean Academic after approval of Chairman, Senate sends notification for the admission (Admission Notice). The Head of Department in consultation with DPGC concerned may take decision regarding particular M.Tech./M.Arch./Ph.D. programme about the admission to be conducted in the department/centre.

2.3 Departmental Selection Committee (DSC)

For each academic department/centre of the Institute there is a Departmental Selection Committee (DSC) that shall handle the PG admission process at the department/centre level.

The Departmental Selection Committee (DSC) shall have the following constitution:

- | | |
|------------------------------|------------------|
| 1. Head of Department/Centre | Chairman |
| 2. Convener, DPGC | Member Secretary |

- | | | |
|----|---|--------|
| 3. | Two Senior Most Faculty Members having Ph.D. from the Concerned Department/Centre | Member |
| 4. | Additional Member from Other Department/Centre
<i>(to be nominated by the Dean Academic in consultation with Chairman, SPGC)</i> | Member |
| 5. | Nominee of the Chairman, Senate | Member |

The DSC will be proposed by the DPGC and approved by Chairman, SPGC in consultation with Dean Academic. Once approved, The term of the DSC will be for one year.

2.4 Eligibility for M.Tech./M.Arch. Admission

The applicant must have a Bachelor Degree in Engineering/Technology/Architecture in appropriate discipline or a Master Degree in appropriate discipline with CGPI of 6.5 on a 10-point scale (or equivalent) or 60% marks in case of Open/OBC candidates in qualifying degree. Whereas in case of SC/ST candidates a CGPI of 6.0 on a 10-Point scale (or equivalent) or 55% marks in qualifying degree will be applicable. The admission to M.Tech./M.Arch. programmes will be on the basis of valid GATE Score in appropriate discipline/branch.

2.5 Eligibility for Ph.D. Admission

2.5.1 Ph.D. in Engineering/Architecture (Including Centres)

The applicant must have a Master Degree in Engineering/Technology/Architecture in appropriate discipline with CGPI of 6.5 on a 10-point scale (or equivalent) or 60% marks in case of Open/OBC candidates in qualifying degree. Whereas in case of SC/ST candidates a CGPI of 6.0 on a 10-point scale (or equivalent) or 55% marks in qualifying degree will be applicable.

Pursuant to letter No. F. UGC/DEB/2013/2308-2766 dated 14.10.2013 and other letters issued by UGC from time to time that the Degrees/Diploma/Certificate awarded for programmes conducted by the ODL institutions, recognized by DEC (erstwhile) and UGC, in conformity with UGC Notification on specification of Degrees should be treated as equivalent to the corresponding awards of the Degree/Diploma/Certificate of the traditional Universities/institutions in the Country.

2.5.2 Ph.D. in Applied Sciences

The applicant must have a master degree in relevant science subject with CGPI of 6.5 on a 10-point scale (or equivalent) or 60% marks in case of Open/OBC candidates in qualifying degree. Whereas in case of SC/ST candidates a CGPI of 6.0 on a 10-point scale (or equivalent) or 55% marks in qualifying degree will be applicable.

2.5.3 Ph.D. in Humanities & Social Sciences

The applicant must have a master degree in appropriate discipline with CGPI of 6.5 on a 10-point scale (or equivalent) or 60% marks in case of Open/OBC candidates in qualifying degree. Whereas in case of SC/ST candidates a CGPI of 6.0 on a 10-point scale (or equivalent) or 55% marks in qualifying degree will be applicable.

2.6 Admission of Sponsored Candidates

2.6.1 M.Tech./M.Arch. Programme

A candidate who fulfills the eligibility criteria mentioned in Clause (2.4) and is sponsored by his/her employer may be considered for admission provided he/she fulfills the following conditions:

1. The sponsored candidate must attach the relevant sponsorship certificate on letter head of the institution/organization/industry along with the application. Moreover, the sponsoring organization must be a reputed medium or large scale Government organization/private industry or a reputed technical institute.
2. The sponsored candidate must have been in service of the sponsoring organization for at least two years. The sponsoring organization must specifically undertake to relieve him/her to pursue the M.Tech./M.Arch. programme for its full duration. Such candidates are required to submit No Objection Certificate (NOC) from their employer/organization stating that he/she will be relived as Full Time candidate for the full duration of programme.

Admission of all sponsored candidates shall be on the basis of valid GATE Score in appropriate discipline/branch. However, The condition of valid GATE score in appropriate discipline/branch may be relaxed for the sponsored candidates from Government organization. And, for such candidates, the Institute may decide separate criteria such as written test and/or interview at the time of admission.

2.6.2 Ph.D. Programme

A candidate who fulfills the eligibility criteria mentioned in Clause (2.5) and is sponsored by his/her employer may be considered for admission provided he/she fulfills the following conditions:

1. The sponsored candidate must attach the relevant sponsorship certificate on letterhead of the institution/organization/industry along with the application. Moreover, the sponsoring organization must be a reputed medium or large scale Government organization/private industry or a reputed technical institute.
2. The sponsored candidate must have been in service of the sponsoring organization for at least two years. The sponsoring organization must specifically undertake to relieve him/her to pursue the Ph.D. programme for its full duration. Such 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 Research.
- ii. Candidate willing to register in Part Time mode will have to complete the residential requirement of stay in the Institute for a period of not less than one year and must complete the Ph.D. course work during this residential period. However, the condition of residential requirement to stay in the Institute can be relaxed for candidate working within a road distance of about 50 KMs from the Institute campus, without any relaxation in the Ph.D. course work requirements.

2.7 Admission to Ph.D. Off Campus Programme

A candidate working in an R&D establishment or in other institution/organization of repute, which is equipped with the necessary research and library facilities, may be considered for admission to various Ph.D. programmes as per eligibility criteria mentioned in Clause (2.5). Such a candidate must be sponsored by his/her employer and must fulfill the conditions mentioned in Clause (2.6.2).

The employer must expressly undertake to relieve him/her to stay on the campus to enable the candidate to complete the Course work, Comprehensive Exam, State of Art Seminar and End Semester Seminar at the end of every semester.

The candidate must provide detailed information about the research facilities available at his/her organization and a certificate from the employer that these would be available to him/her for carrying out the research.

2.8 Admission procedure

2.8.1 M.Tech./M.Arch. (Regular)

Admissions to M.Tech./M.Arch. programme of regular (non-sponsored) candidates are done centrally for all NITs (or any other institution participating in the process) through Centralized Counselling for M.Tech./M.Arch. (CCMT). All the details are made available on the CCMT website during March/April every year and candidates are required to follow the prescribed procedure. Additional seats, if any allocated to the Institute by Govt. of India or funding agencies like TEQIP may also be considered along with regular candidates through CCMT.

After the seat allotment, the candidates are required to report in the institutions.

2.8.2 M.Tech./M.Arch. (Sponsored)

Admission to M.Tech./M.Arch. (sponsored) programmes shall be based on the eligibility criteria mentioned in Clause (2.4) and Clause (2.6.1). In case the Institute is willing to admit candidates during a session/year, the Dean Academic will issue the Admission Notice in this regard after the approval of Chairman, Senate.

1. The applicants shall apply for admission on the prescribed forms which can be downloaded from Institute website. The duly completed application must reach the office of Dean Academic by the specified deadline.
2. The applications shall be scrutinized by the respective Departmental Selection Committee (DSC) of the Departments/Centre. The list of shortlisted candidates shall be displayed by the concerned Head of Department on Institute website.
3. The counselling and admission of shortlisted candidate as per the schedule mentioned in the Admission Notice will be held in the concerned department/centre for which candidates are required to appear in person.
4. To resolve and determine inter se merit of candidates having same valid GATE score, criterion based upon (i) GATE year (earlier year will be given more preference), (ii) working experience (preference to more experience), and (iii) age (preference to older) in the stated order (i, ii and then iii) may be used.
5. On the recommendation of the DSC, the list of candidates recommended for admission will be sent for approval of Chairman, Senate through Chairman, SPGC and Dean Academic. If needed, the Chairman, Senate may constitute a special committee under the chairmanship of Dean Academic to recommend the candidates based upon lists received from the departments/centres.
6. On approval of the Chairman, Senate, the Head of Department will issue admission letters to the candidates, who will be required to accept the offer of admission by depositing the prescribed fee by the specified deadline.
7. In case, a candidate does not accept the offer by paying the prescribed fee by the specified deadline, the offer of admission may stand withdrawn and the admission may be offered to the candidates in the waiting list, if any, in the order of merit. The offer of admission may also stand withdrawn if the candidate who has accepted the offer and fails to register by the last date of registration.

2.8.3 Ph.D.

Admission to Ph.D. programme shall be made in accordance with the eligibility criteria mentioned in Clause (2.5) and Clause (2.6.2). In case the Institute is willing to admit candidates during a session/year, the Dean Academic will issue the Admission Notice in this regard after the approval of Chairman, Senate.

1. The applicants shall apply for admission on the prescribed forms which can be downloaded from Institute website. The duly completed application must reach the office of Dean Academic by the specified deadline.
2. The applications shall be scrutinized by the Departmental Selection Committee (DSC) of concerned Department/Centre. The list of shortlisted candidates found eligible for written test shall be

displayed on Institute website by respective Head of Department as per schedule mentioned in the Admission Notice.

The selection process for admission to Ph.D. programme shall be in two stages:

Stage-I: All the shortlisted candidates found eligible are required to qualify in a written test in the relevant discipline conducted by the Institute. The syllabi for the written test is made available on the Institute website. Those who qualify in the written test (by securing minimum percentage of marks decided by the Institute in the written test) shall only be eligible for Stage-II. List of such candidates is displayed on the departmental notice board.

However, in place of written test, the Institute/DSC may decide separate terms and conditions for Stage-I in respect of candidates who have qualified UGC/CSIR, etc. JRF exam (National level) and have valid fellowship certificate from such funding agencies of Govt. of India.

Stage-II: The candidates who qualify the Stage-I shall appear for interview and presentation before the duly constituted Departmental Selection Committee (DSC). The presentation should be brief and clear (around 5-10 minutes) highlighting the basic idea of proposed research. The presentation must broadly include:

- The topic/subject of the proposed research work.
 - An outline containing introduction to the subject, international/national importance, broad objectives, scope and methodology of research work with relevant literature review.
3. On the recommendation of the DSC, the list of candidates recommended for admission will be sent for approval of Chairman, Senate through Chairman, SPGC and Dean Academic. If needed, the Chairman, Senate may constitute a special committee under the chairmanship of Dean Academic to recommend the candidates based upon lists received from the departments/centres.
 4. On approval by the Chairman, Senate, the HoD will issue admission letters to the selected candidates, who will be required to accept the offer of admission by depositing prescribed fee by the specified deadline.
 5. In case, a candidate does not pay the prescribed fee by the specified deadline, the offer of admission may stand withdrawn and the admission may be offered to the candidates in the waiting list, if any, in order of merit.
 6. The selected candidates will have to register for the course work in consultation with the Supervisor/Convener DPGC/SRC as the case may be as per the schedule mentioned in Academic Calendar.

2.9 PG Admissions Under DASA Scheme

Admissions of foreign nationals and Indian students studying abroad can be made to various M.Tech. programmes under Direct Admission of

Students Abroad (DASA) scheme of MHRD. The seats under this scheme are over and above the sanctioned seats. The admission process is handled by some coordinating institute who is entrusted the responsibility by MHRD to coordinate the process on behalf of Centrally Funded Institutions (CFIs).

2.10 Reservation Policy in Admission

Reservation policy as prescribed by Government of India/MHRD from time to time shall be applicable.

3. REGISTRATION

A student is mandatorily required to register in person every semester as per schedule mentioned in the Academic Calendar for the courses that he/she intends to pursue in that semester. The registration will be done departmentally under the supervision of the Head of Department/Coordinator of a respective specialization/program. 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, if any.
 - 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 M.Tech./M.Arch. students must continue to register in the following semester till they submit their thesis.
 2. Ph.D. student, who has submitted his/her thesis and is waiting for the Oral Examination of the thesis, will register for zero units without any fee only once (in the next semester i.e. following the semester of his Ph.D. thesis submission).
 3. 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.

3.1 Late Registration

If for any compelling reason like illness, a student is unable to register on the day of registration, he/she will be allowed to register till the last date of registration specified in the Academic Calendar (which is 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. However, in genuine cases supported by the authenticated documents the late fee can be waived off by the Dean Academic. Such application shall only be considered if forwarded and recommended by the concerned Head of Department based on genuineness of the case.

In no case, student will be permitted to register after last date of late registration without the approval of Chairman, Senate.

3.2 Semester Load Requirements

1. Semester load requirement for M.Tech./M.Arch. is given as part of teaching scheme in Annexure-I. Thus, a student is strictly required to register as per the semester requirement.
2. A Ph.D. student after the completion of course work shall also deliver End Semester Seminar at the end of each semester for showing the progress made during that semester on his/her thesis work.

3.3 Changing of Courses

Changing of course (dropping older course and adding new one) after registration is permitted only if the student's request is endorsed by both the course coordinators (older as well as new) in the registration card and is also endorsed by the Registration Coordinator/Convener DPGC. The last date for changing of course will be the last date of late registration as specified in the Academic Calendar and no change will be allowed after this date.

3.4 M.Tech./M.Arch. Thesis as Part Time/Off Campus Candidate

M.Tech./M.Arch. thesis/dissertation work as part time (those students who are applying for conversion to part time based on offer letter for job from centre/state Govt. agencies, PSUs, research labs, etc.) or off campus (those students who are willing to work towards their thesis/dissertation outside the Institute in some reputed institute, industrial organization, research lab, etc.) students may be considered by Chairman, Senate on the recommendation of DPGC only after the completion of full course work including self study course, seminar, etc. in 3rd semester. However, such part time student will not be eligible to submit his/her thesis/dissertation before 2½ years from his/her initial registration in the programme. While recommending such cases, DPGC must ensure that the facilities for carrying out the research work under the guidance of qualified co-supervisor from that organization are available, and co-supervisor has given written consent and has certified about such facilities. Part time/off campus students shall not be entitled for financial assistantship/scholarship during the period of absence from campus. In part time/off campus mode, a student shall be governed by the provisions of NIT Hamirpur.

In no case a student will be allowed to avail this provision before 4th semester unless he/she has completed all academic requirements till M.Tech./M.Arch. 3rd semester.

3.5 Change of Ph.D. Programme Status

3.5.1 From Off Campus/Part Time to Full Time

A student admitted to the Ph.D. programme as off campus candidate may be advised by the DPGC on recommendation of supervisor/SRC to convert

his status to a full time programme without scholarship if there is not sufficient progress in his/her thesis work as adjudged by the supervisor/SRC. However, all such changes have to be incorporated at the time of normal registration date. For the purpose of determining the maximum period of Ph.D. thesis submission, the candidate shall be counted as off campus student.

3.5.2 From Full Time to Off Campus/Part Time

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 Chairman, Senate. A student requesting such a conversion must:
 - i. Have completed the residential requirement and successfully completed/passed the State of Art Seminar.
 - ii. Produce a No Objection Certificate from the Head of the institution/organisation, which he/she proposes to join or the organization which has sponsored him/her.
 - iii. Provide detailed information about the research facilities available at the proposed organization and a certificate from the employer that these would be available to him/her for carrying out the research.
 - iv. Such a request should be endorsed by the supervisor(s) and recommended by the DPGC.
2. Such conversion, if approved by the Chairman, Senate, will be subject to the following conditions:
 - i. The student must submit his/her thesis within the stipulated period as applicable in full time programme.
 - ii. Provision of conversion from full time to off campus/part time and vice-versa can be availed only once by the student during his/her Ph.D. programme.
 - iii. The student will be governed by the rules and regulations of this PG Manual.

4. LEAVE RULES

Students may be granted leave under Clause (4.1) on submission of application to the Head of Department concerned through the supervisor, if appointed earlier. Leave under Clauses (4.2 & 4.3) will be sanctioned by Dean Academic on the recommendation of DPGC. Leave under Clauses (4.4 & 4.5) will be sanctioned by Chairman, Senate on the recommendation of DPGC and Dean Academic. Applications must be submitted well in advance of the date of commencement of the leave requested. Leave for a period longer than specified under different clauses below shall entail loss of financial assistantship for the extended period.

4.1 Vacation and Casual Leave

1. A PG student may be allowed vacation leave during any period of the Institute's vacation or during the mid-semester break as mentioned in Academic Calendar. However, such leave could be up to 15 days

(maximum) in summer vacation, 07 days (maximum) in winter vacation and mid-semester break. Summer/winter vacation leave not availed in one academic year may be carried over to the next academic year up to a maximum of 15 days.

2. 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.
3. There will be no loss of financial assistantship for students going on prior sanctioned vacation or casual leave.

4.2 Medical Leave

Leave on medical ground, duly supported by a medical certificate from Institute Health Centre/Medical Officer of the Government Hospital, may be granted to a student for up to 08 days per semester. However, in case of illness of serious nature, the medical leave can be extended up to 15 days per semester with the approval of Dean Academic without any loss of financial assistantship.

Such leave shall not entail any loss of financial assistantship. In case, the student requires more leave as advised by the medical officer he/she shall be asked to withdraw his registration and go on semester leave without any financial assistantship.

4.3 On Duty Leave

A Ph.D. student after successful completion of his State of Art Seminar may be granted on duty leave for paper presentation in a conference upto 08 days. For Data collection, field survey and experimental studies, maximum leave upto 03 months may be granted to Ph.D. candidates in phased manner viz; Initially 01 month leave may be granted and after that it may be extended as per requirement subject to full justification based on the recommendation by the concerned Supervisor, external Mentor & HOD. M.Tech./M.Arch. students while doing his/her thesis/dissertation work during 4th Semester may also be granted such leave for maximum of One month.

While applying for on duty leave, the student is required to provide details of such leave availed previously during the programme.

4.4 Semester Leave

Semester leave for up to a maximum of two semesters for M.Tech./M.Arch. and three semesters for Ph.D. students may be sanctioned without financial assistantship for valid reasons. Except for medical reasons, such leave would not normally be sanctioned before a student has completed his/her residential requirement and in no case before the student has completed his course work requirement. 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. A candidate needs not to register and pay registration fee

during the semester of leave.

4.5 Maternity Leave

A female student may be granted maternity leave for a maximum of 03 months if supported by a proper medical certificate. Leave up to 06 weeks can also be granted for miscarriage including medical termination of pregnancy, if supported by a proper medical certificate. Such leave will not entail any loss of financial assistantship and can be combined with any other leave due. However academic requirements as laid down in the other clauses of this PG Manual shall be applicable.

4.6 Medical Certificate

If a student falls ill while on the NIT Hamirpur campus, the medical certificate must be obtained from the Institute's Medical Officer. If he/she falls ill outside the campus while on sanctioned leave, the medical certificate must be obtained from the Medical Officer of the Govt. hospital.

4.7 Absence Without Sanctioned Leave

Leave for a period longer than specified under different clauses mentioned above shall entail loss of financial assistantship for the extended period. Absence without sanctioned leave for more than three weeks may result in the termination of the student's programme on the recommendation of the DPGC and approval of Chairman, Senate.

5. ACADEMIC REQUIREMENTS FOR M.TECH./M.ARCH.

1. A M.Tech./M.Arch. student is required to complete successfully all prescribed courses in the scheme and attain a minimum CGPI of 6.0. Therefore, the minimum CGPI for award of M.Tech./M.Arch. degree is 6.0 at NIT Hamirpur.
2. There is carry on system for promotion of students to next semester with the rider at the end of second semester. A student is eligible for M.Tech./M.Arch. provided he/she secures minimum CGPI of 4.0 at the end of 2nd semester. Otherwise, the candidature of the candidate may be cancelled after the 2nd semester on the recommendation of concerned DPGC. Hostel facility shall not be available to a M.Tech./M.Arch. student after he/she completes minimum residential period of two years from the initial date of registration in the programme.

5.1 M.Tech./M.Arch. Course Work

M.Tech./M.Arch. programmes are of two years duration. The total credits are divided between course credits and the M.Tech./M.Arch. dissertation/research credits. Course credits include theory courses, laboratory courses and other academic work like seminar, etc. To enhance interdisciplinary content, one Open Elective course has been made mandatory for all students, wherein students will select a course

from a list of floated courses by other departments/centres from time to time. The course framework of the programmes incorporates sufficient flexibility, both at the individual programme level and the student level.

A candidate should earn minimum of 70 credits including 38 credits from course work and 32 credits from the dissertation/research work.

Annexure-I gives a general structure of the credit distribution and teaching scheme for M.Tech./M.Arch. programme.

5.2 Audit Courses

Alongwith credit courses, a student may normally be permitted to take two audit courses per semester. However, for auditing a course prior consent of the course coordinator is required. These courses shall not be counted for calculation of SGPI/CGPI but will be shown in the Grade Card.

5.3 Residential, Duration and Academic Requirements

The following table lists the minimum residential and maximum duration allowed in the programme, and credits requirements for graduation in the various M.Tech./M.Arch. programmes. Course work includes only postgraduate course units. To satisfy the minimum residential period requirement, registration must be over consecutive semesters; exception will be made only if the student is on authorized leave. Maximum duration is counted from the student's first registration date.

Programme	Minimum Total Credits	Credits Through Course Work (Minimum)	Credits Through Dissertation/ Research (Minimum)	Minimum Residential Period	Maximum Duration of the Programme
M.Tech./M.Arch.	70	38	32	Full Time: 2 Years Off Campus/: 1½ Years Part Time*	3 Years

*After the completion of all academic requirements till 3rd semester in Full Time mode, a student may be considered to complete his M.Tech./M.Arch. dissertation in Part Time/Off Campus mode as per provisions mentioned in Clause (3.4).

5.4 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 he/she has been granted extension of the programme by the Senate on the recommendations of the DPGC and SPGC as a special case.

6. ACADEMIC REQUIREMENTS FOR PH.D.

A Ph.D. candidate should earn minimum of 76 credits including 12 credits from course work (minimum four courses of 03 credits each) and 64 credits in thesis work (by registering for maximum of 16 credits per semester).

A Ph.D. candidate full time can register for maximum of 16 credits per semester. However, part time candidate can register for 8 credits per semester. During the residential period of the Part time Ph. D. candidate, the maximum credit for which he/she can register can be maximum of 16 credits.

In addition to this, a Ph.D. candidate is required to successfully complete/pass other requirements before Ph.D. Thesis submission such as Comprehensive Examination, State of Art Seminar and Open Seminar.

6.1 Ph.D. Course Work

Before appearing in comprehensive examination, a Ph.D. candidate is required to complete successfully all prescribed courses (given in Annexure-I for Ph.D.) and attain a minimum CGPI of 7.0. Preferably, the course work must be completed within one year of initial date of registration in the Ph.D.

In addition to this minimum requirement of course work, a Ph.D. candidate may also be required to complete other courses (theory, lab, seminar, etc.) as recommended by the concerned supervisor/SRC.

6.2 Residential, Duration and Academic Requirements

The following table lists the minimum residential and maximum duration allowed in the Ph.D. programme, and credits requirements. Course work includes only postgraduate course units. To satisfy the minimum residential period requirement, registration must be over consecutive semesters; exception will be made only if the student is on authorized leave. Maximum duration is counted from the student's first registration date.

Programme	Minimum Total Credits	Credits Through Course Work (Minimum)	Credits Through Dissertation/ Research (Minimum)	Minimum Residential Period	Maximum Duration of the Programme
Ph.D.	76	12	64	1 Year	Full Time: 5 Years Off Campus/: 6 Years Part Time

6.3 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 he/she has been granted extension of the programme by the Senate on the recommendations of the DPGC and SPGC as a special case.

6.4 End Semester Seminar

A Ph.D. student is required to deliver seminar before SRC at the end of each semester for showing the progress made during that semester as per the schedule mentioned in Academic Calendar.

6.5 Comprehensive Examination

1. A Ph.D. student must pass a comprehensive examination designed to test the overall comprehension of the student in the various subjects. Preferably, the student must pass it within two semesters after the completion of course work (i.e. within two years of initial registration in the Ph.D. programme). The above time limits are inclusive of the period of sanctioned leave, if any.
2. The comprehensive examination consists of two components as given below:

Component	Maximum Marks	Minimum Pass Marks
Written Examination	50	30
Oral Examination/Presentation	50	30

The supervisor is required to propose the syllabi for the comprehensive written examination for the approval of SRC at least six weeks before the scheduled date of examination. Immediately, after the approval of syllabi, a copy is to be handed over to the student.

A student will be considered to have passed the comprehensive examination if all except at the most one member of the Comprehensive Board are satisfied with student's performance in the examination. The report of the comprehensive examination must be sent to the Chairman, SPGC within 08 weeks of the date of approval of the Board.

3. The composition of the Ph.D. Comprehensive Board is as under:
 - i. External Expert (outside NIT Hamirpur) Member
 - ii. SRC Members Member
 - iii. Concerned Supervisor Convener

For each student, the supervisor (in consultation with DPGC, Convener and concerned HoD) shall propose a panel of minimum three external experts to the Chairman, SPGC for approval. Preferably, the external examiner should be of related specialization from premier technical institutions like IITs, NITs. The Chairman, SPGC may approve the expert from the panel or appoint another expert, in consultation with Dean Academic. In case no thesis supervisor is

assigned, the Convener, DPGC will be the Convener of the Board.

4. If a student is unable to pass 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, he/she shall be deemed to be terminated from the Ph.D. programme. The concerned HoD shall recommend the case within 04 weeks in this regard to Dean Academic for approval of Chairman, Senate.

6.6 State of Art Seminar

Every Ph.D. student is required to deliver a State of Art Seminar in the Department/Centre covering the state of art of the area of research. This seminar must be given within three months from the successful completion of comprehensive examination, notified by the Dean (Academic), failing which permission from Dean Academic shall be sought after giving proper justification. Result of successfully passing the seminar along with a report is to be communicated to the Chairman, SPGC by the supervisor through the Convener, DPGC and HoD within 02 weeks. The report must briefly cover (i) Ph.D. Research/Thesis Title, (ii) Motivation, (iii) State of Art in the Proposed Research Area, (iv) Problem Statement and Objectives, (v) Methodology, and (vi) Important References.

6.7 Open Seminar

Before proceeding to finalize the thesis, each Ph.D. student must deliver a seminar open to the faculty and students in which the research work will be presented to obtain comments and criticism, which may be incorporated in his/her thesis. A notice of the seminar must be displayed at least four days in advance. A thesis can be submitted only after the satisfactory fulfillment of this requirement but not later than six months. The candidate should inform the HoD through his supervisor for his readiness to deliver the open seminar. If the case has been recommended by the supervisor(s) and SRC, the HoD will place it in DPGC for approval.

A Ph.D. student may be allowed to deliver Open Seminar only if he/she completes all the mandatory requirements mentioned in Clauses (6.1, 6.2, 6.4, 6.5 & 6.6) and in addition minimum two research papers must have been published/accepted in reputed journals.

7. EXAMINATION AND GRADING SYSTEM

A student is required to pass various course components to fulfill the academic requirements as given in Clause (5) (for M.Tech./M.Arch.) and Clause (6) (for Ph.D.). The details for various course components about distribution of marks, credits, weightage during evaluation, etc. are mentioned in Annexure-I.

7.1 Guidelines for the Award of Grades

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

A student is awarded a letter grade in each course he/she is registered for, indicating his/her overall performance in that course. There are nine letter grades: A, AB, B, BC, C, D, F, S and X. The correspondence between letter grades, grade points (on a 10-point scale), percentage marks and academic performance is given below:

Letter Grade	A	AB	B	BC	C	D	F
Grade Point	10	9	8	7	6	4	0
Marks (%)	≥85	<85 & ≥75	<75 & ≥65	<65 & ≥55	<55 & ≥45	<45 & ≥40	<40
Academic Performance	Outstanding	Excellent	Very Good	Good	Average	Marginal	Fail

No student can pass a theory course without securing at least one third of the maximum marks in **end semester examination**.

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

1. All evaluations of different components of a course announced in the course plan shall be done in marks for each student.
2. The marks of various components shall be added to get total marks secured on a 100 point scale.
3. For any course, the above table will be used to award grades corresponding to the secured marks.
4. 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. At the end of the semester a teacher will submit a complete course file to the HoD having following documents:
 - (a) Course Plan
 - (b) Attendance record
 - (c) Tutorial sheets/Assignment sheets
 - (d) Question papers of mid term examination and class test
 - (e) Quizzes
 - (f) Question paper of end semester examination
 - (g) Complete details of marks with final grades
5. The grades so awarded shall be moderated by a Grade Moderation Committee (GMC) of the Department, if required. This committee will finalize the grades and the concerned teacher shall submit the final grades online as well as forward an authenticated copy of these grades to the HoD for onward transmission to Academic Section as per the schedule mentioned in Academic Calendar. The

GMC shall consist of:

- (a) Head of the Department
 - (b) Convener, DPGC
 - (c) Two members from DPGC
 - (d) Course Coordinator/Teacher
6. A student getting F grade in a course due to non-fulfillment of minimum percentage of marks requirement may appear for supplementary examination as per Academic Calendar provided the student had fulfilled the attendance requirement in that course.
7. A student getting D grade in a course may be allowed to improve it during supplementary examination, provided he/she has passed all the courses of the programme and is short of requisite CGPI specified for the programme and is allowed to continue in the programme as per provision of Clause (7.3).
8. Ph.D. Dissertation will be graded as satisfactory (S) or unsatisfactory (X) during End Semester Seminar by the SRC. The SRC will assess the student's progress towards the dissertation/thesis work during the semester and will award the grade S for each set of 4 units if the work is satisfactory and X for every unsatisfactory 4 units. Thus a student registered for 16 units can get one of the five combinations SSSS, SSSX, SSXX, SXXX, XXXX.
9. If a student is on leave for a part of the semester, the SRC may reduce his/her dissertation/thesis credits units appropriately.

7.2 Computation of Grade Point Index

The SGPI (Semester Grade Point Index) is an indicator of the overall academic performance of a student in all the courses he/she has registered during a given semester. For example, if the grades awarded to a student are G_1, G_2, \dots, G_m in courses (say, m) with corresponding credits C_1, C_2, \dots, C_m , the SGPI is given by

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

In the above computation, courses with S and X grades are ignored.

Similarly, the CGPI (Cumulative Grade Point Index) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester/supplementary term. It is computed in the same manner as the SGPI, considering all the courses (say, n), and is given by

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

The Institute follows absolute grading system, however, for the conversion, following formula may be used:

$$\text{Equivalent Percentage Marks} = (\text{CGPI} - 0.5) \times 10$$

7.3 Academic Performance Requirement

A student is required to complete the academic requirement in terms of credits as mentioned in Clause (5) (for M.Tech./M.Arch.) and Clause (6) (for Ph.D.).

7.3.1 M.Tech./M.arch.

1. The minimum CGPI for award of M.Tech./M.Arch. degree is 6.0 at NIT Hamirpur.
2. A student shall not be allowed to continue in the M.Tech./M.Arch. programme, if any one of the following is fulfilled:-
 - (a) His/her CGPI is less than 4.0 at the end of second semester.
 - (b) He/she fails to complete all the courses during maximum allowed period of the programme and attain a CGPI of 6.0.

7.3.2 Ph.D.

1. A student shall not be allowed to continue in the Ph.D. programme, if any one of the following is fulfilled:-
 - (a) His/her CGPI is less than 7.0 from the course work.
 - (b) He/she accumulates eight or more X's towards dissertation/thesis grades.
 - (c) He/she accumulates six or more X's towards thesis grades in two consecutive semesters.
 - (d) He/she secures X's in all the thesis units registered for in two consecutive semesters.
2. Whenever, a student accumulates three X's, the supervisor will intimate the HoD, and in turn, the HoD will issue a warning to the student.
3. The supervisor will keep a watch on the progress of student and whenever, a student fails to meet the requirements, will recommend the termination of candidature (within 04 weeks) through HoD to the Dean Academic for further approval of competent authority. If a student's programme is terminated, the concerned HoD will issue the letter of termination under intimation to his/her parents and Dean Academic.

8. M.TECH./M.ARCH. THESIS EXAMINATION

8.1 Appointment of Thesis Supervisor

1. Thesis supervisor(s) of a M.Tech./M.Arch. student will normally be appointed by DPGC from amongst the faculty members at NITH using transparent modalities decided by the department/Institute.
2. A student has to select a topic for his thesis in consultation with supervisor, based on his/her interest and the available facilities in the department/Institute.
3. DPGC will appoint supervisor(s) to each M.Tech./M.Arch. student immediately after the 2nd semester examination i.e. before the start of summer vacations for faculty.
4. Normally a faculty member shall not supervise more than five individual M.Tech./M.Arch. candidates. A shared candidate will be counted as one unit. However, with the approval of Chairman, Senate more than five candidates may be allowed as a special case.
5. A student shall not normally have more than two supervisors at any given time.
6. A student can have a co-supervisor from outside the Institute on the recommendation of the DPGC, Chairman, SPGC and Dean Academic with approval of the Chairman, Senate. The DPGC must ensure that the supervisor from NITH has recommended the case clarifying that how addition of co-supervisor will facilitate better research work. Also, the written consent of the proposed co-supervisor be attached.
7. In case there has been a change/addition in the supervisor(s), the M.Tech./M.Arch. thesis will not be submitted earlier than three months from the date of such change.
8. In case a faculty member is suspended/debarred for indulging in lowering the prestige of the Institute in any manner he/she shall cease to be a thesis supervisor.
9. A faculty member appointed as M.Tech./M.Arch. supervisor is normally expected to be available to the student 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 by the department/centre.

8.2 Thesis Evaluation Committee

8.2.1 Departmental Evaluation Committee

A. Evaluation During 3rd Semester

1. Each candidate shall be evaluated twice i.e. during Mid-Term and End-Term by a Committee as per the schedule mentioned in Academic Calendar. The Committee is to be constituted by the concerned HoD as per the following composition:

- | | | |
|-----|--|----------|
| i. | Head of Department | Chairman |
| ii. | Faculty Members with Relevant Specialization | Member |

from the Department/Centre (minimum two)

- | | |
|---------------------------|----------|
| iii. Concerned Supervisor | Member |
| iv. Convener, DPGC | Convener |
2. The letter grades along with academic performance (A-"outstanding", AB-"Excellent", ...) need to be sent to the Academic Section by the concerned HoD/Convener, DPGC within two days of End-Term evaluation. However, the letter grades earned by the student during thesis evaluation shall not be counted for calculation of SGPI/CGPI. The academic performance of the candidate in thesis ("outstanding", "excellent", ...) will only be reflected in the Grade Card.

B. Evaluation During 4th Semester

1. During Mid-Term a Committee shall evaluate the performance as per the schedule mentioned in Academic Calendar. The Committee is to be constituted by the concerned HoD as per the composition mentioned above A.
2. During End-Term, the Oral Board constituted as per Clause (8.2.2) will evaluate the performance.

8.2.2 M.Tech./M.Arch. Oral Board

1. An Oral Board proposed for M.Tech./M.Arch. student by the concerned supervisor in consultation with Convener, DPGC and concerned HoD shall evaluate the M.Tech./M.Arch. thesis. The Oral Board needs to be proposed at least two weeks before the submission of thesis. The composition of the Oral Board is as under:

- | | |
|--|----------|
| i. External Expert (outside NIT Hamirpur) | Member |
| ii. One Faculty Member from the Department/Centre | Member |
| iii. One Faculty Member from other Department/Centre | Member |
| iv. Concerned Supervisor | Convener |

For each student, the supervisor in consultation with Convener, DPGC and concerned HoD shall propose a panel of minimum three external experts to the Chairman, SPGC for approval. Preferably, the external examiner should be of related specialization from premier technical institutions like IITs, NITs. The Chairman, SPGC may approve the expert from the panel or appoint another expert, in consultation with Dean Academic.

2. The letter grades along with academic performance (A-"outstanding", AB-"Excellent", ...) need to be sent to the Academic Section by the concerned supervisor within two days of thesis viva voce examination. However, the letter grades earned by the student during thesis evaluation shall not be counted for calculation of SGPI/CGPI. The academic performance of the candidate in thesis ("outstanding", "excellent", ...) will only be reflected in the Grade Card.

8.3 Submission of Thesis

After the M.Tech./M.Arch. Oral Board has been constituted, spiral/soft bond copies, of the thesis/dissertation report one for each examiner of the Oral Board (as per the prescribed format in Annexure-III) are to be submitted to Convener, DPGC at least two weeks before the probable date of oral examination. The Convener, DPGC shall arrange to send the copies of the thesis to the examiners. Softcopy (preferably PDF on CD/DVD) of the report should also be submitted along with the hardcopies.

After the oral examination, the modifications suggested if any, by the Oral Board, may be incorporated and then sufficient number of hard bond copies and softcopy (preferably PDF on CD/DVD) be submitted to the department for onwards transmission to the supervisor(s) and departmental library by Convener, DPGC.

The student shall also vest or license copyright of his/her thesis in the name of NIT Hamirpur.

8.4 M.Tech./M.Arch. Oral Examination

1. The oral examination will be conducted preferably within two months from the date of submission of the thesis.
2. The thesis supervisor in coordination with Convener, DPGC will intimate the date of the oral examination to the Academic Section.
3. The Oral Board will evaluate the thesis, conduct the oral examination and send a report of the examination to the Academic Section through the Convener, DPGC and HoD within two days.
4. A thesis will be considered to have been accepted if majority of members of the Oral Board 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 Board, oral examination of the resubmitted thesis will be conducted by the original Board. However, if any member of the previous Board has retired/left/debarred then revised Board will be constituted with the approval of the Chairman, SPGC. If the resubmitted thesis is rejected, the matter will be reported to the Senate for appropriate action.
6. 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 Chairman, SPGC. The request may be considered by the Chairman, SPGC on case to case basis. In case student does not appear second time the thesis submitted shall be deemed to be rejected.

9. PH.D. THESIS EXAMINATION

9.1 Appointment of Thesis Supervisor

1. A Ph.D. student has to select a thesis supervisor within one month of successful completion of the course work, if not done earlier.
2. Thesis supervisor(s) of a Ph.D. student will normally be recommended by DPGC for the approval of Chairman, Senate from amongst the faculty members at NITH using transparent modalities decided by the department/Institute.
3. A student has to select a topic for his thesis in consultation with supervisor and SRC, based on his/her interest and the available facilities in the department/Institute.
4. Normally a faculty member shall not supervise more than five individual Ph.D. candidates at a given point of time. A shared candidate will be counted as one unit. However, with the approval of Chairman, Senate more than five candidates may be allowed as a special case.
5. A student shall not normally have more than two supervisors at any given time.
6. A student can have a co-supervisor from within/outside the Institute on the recommendation of the DPGC, Chairman, SPGC and Dean Academic with approval of the Chairman, Senate. The DPGC must ensure that the supervisor from NITH has recommended the case clarifying that how addition of co-supervisor will facilitate better research work. Also, the written consent of the proposed co-supervisor be attached.
7. In case there has been a change/addition in the supervisor(s), the Ph.D. thesis will not be submitted earlier than six months from the date of such change.
8. In case a faculty member is suspended/debarred for indulging in lowering the prestige of the Institute in any manner he/she shall cease to be a thesis supervisor.
9. A faculty member appointed as Ph.D. supervisor is normally expected to be available to the student 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 by the department/centre, if the student does not have another supervisor from NITH. In such cases, the appointment of the supervisor will be regulated as under:
 - (a) If the Open Seminar of the student has not yet been conducted
 - i. If supervisor proceeds on leave for more than one month but less than two months, then Convener, DPGC will act as Caretaker Supervisor for all administrative purposes such as verification of fellowship, forwarding/recommendation of any request of the student, etc.
 - ii. If supervisor proceeds on leave for more than two months

but less than twelve months and is willing to supervise the candidate, then a co-supervisor must be appointed from NITH. The co-supervisor will be proposed by the supervisor in consultation with Convener, DPGC and HoD for the approval of Chairman, Senate.

- iii. If supervisor proceeds on leave for more than two months but less than twelve months but the supervisor shows his/her inability to supervise the student, then DPGC will recommend new supervisor for the approval of Chairman, Senate.
 - iv. If supervisor proceeds on leave for more than twelve months, the supervisor automatically ceases to be the supervisor. In this case, the DPGC will recommend new supervisor for the approval of Chairman, Senate.
- (b) If the Open Seminar of the student has been conducted
- i. If the supervisor is willing to supervise the candidate, then Convener, DPGC will act as Caretaker Supervisor for all administrative purposes such as verification of fellowship, forwarding/recommendation of any request of the student, etc.
 - ii. If the supervisor shows his/her inability to supervise the student, then DPGC will recommend new supervisor for the approval of Chairman, Senate. However, the restriction as per Clause (9.1(7)) will not be applicable in this case.

9.2 Student Research Committee

The DPGC shall propose a Student Research Committee (SRC) for each Ph.D. student keeping in view the area of specialization in which the student is working:

The SRC shall have the following constitution:

- | | |
|--|----------|
| 1. Supervisor | Convener |
| 2. Two Faculty Members having Ph.D. from the concerned Department/ Centre related to student's specialization | Member |
| <i>(one of the two members is to be nominated by the HoD. In case the faculty members with Ph.D. degree are less than three in any department/centre, then members from other alike department/centre may be included)</i> | |
| 3. One Member having Ph.D. from Other Department/Centre | Member |
| <i>(to be nominated by Dean Academic)</i> | |

The process for constitution of SRC is to be initiated by the supervisor immediately on his/her appointment. The proposed SRC is to be sent to Academic Section for approval of the Chairman, SPGC in consultation with Dean Academic. The SRC will regularly advise the student for his research and will evaluate the student performance during End Semester Seminar, Comprehensive Examination, State of Art Seminar and Open Seminar.

9.3 Ph.D. Thesis Board

1. The thesis board shall consist of two members and shall be approved by the Chairman, Senate. The thesis board shall have normally the following composition:
 - (a) One Examiner from outside the Institute but from India who will conduct oral examination.
 - (b) One examiner from outside the Institute and outside the country
2. The procedure for constituting the thesis board is given below:
 - (a) The thesis board may be proposed at the most four weeks before submission of the thesis.
 - (b) The thesis supervisor(s), in consultation with the HoD shall propose a list of (i) at least four Indian examiners from reputed institutions/organizations such as IITs/IISc/NITs/SPAs/IISERs/Universities, etc. and (ii) at least four foreign examiners from reputed institutions/universities. This list along with four number soft bond copies of synopsis duly signed by the candidate and the supervisor(s) along with a softcopy (single PDF on CD/DVD) shall be submitted in the office of the Dean (Academic) in a confidential sealed envelope.
 - (c) The Chairman, Senate in consultation with Chairman, SPGC will select the members of the thesis board from the list. If considered necessary, the Chairman, Senate may require additional names of experts to be included.
 - (d) In case Chairman, SPGC is the supervisor of the student concerned, Chairman, Senate may consult Chairman, SUGC for the selection of the thesis board. If Chairman, Senate is the thesis supervisor, then Dean Academic will approve the thesis board in consultation with Chairman, SPGC.
 - (e) 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 Clause (9.6)), and successful submission of response to the examiners' queries, the name of the approved Indian examiner will be intimated to the supervisor/HoD as part of approved Oral Board.

9.4 Submission of Synopsis

Ph.D. synopsis can be submitted only after report of satisfactory completion of the Open Seminar has been received in the Academic Section. Proposed Ph.D. Thesis Board and four number soft bond copies of synopsis duly signed by the candidate and the supervisor(s) along with a softcopy (single PDF on CD/DVD) shall be sent to Dean Academic in a confidential sealed envelope.

The synopsis may be submitted at the most four weeks before the submission of the thesis.

9.5 Submission of Thesis

1. Ph.D. thesis can be submitted along with the synopsis and proposed thesis board.
2. Three soft bond copies of the thesis are to be submitted in Academic Section within four weeks of synopsis submission or within six months of conduct of Open Seminar, whichever earlier. Softcopy (single PDF on CD/DVD) of the thesis should also be submitted along with the hardcopies.
3. After the evaluation reports have been received, the modifications suggested by the examiners, if any should be incorporated and sufficient number of hardcopies along with softcopy (single PDF on CD/DVD) be submitted in the Academic Section along with the proposed Oral Board as per procedure outlined in Clause (9.7).
4. After the successful oral examination (assuming that the report of successful completion of Oral Examination has already been received in the Academic Section), the modifications suggested if any, by the Oral Board, be incorporated and then three number of hard bond copies and softcopy (single PDF on CD/DVD) be submitted in the Academic Section for record in Academic Section, Departmental Library and Central Library. Along with these copies, the student is also required to submit duly completed "No Dues" from various departments/centres/sections/offices/hostels, etc. by mentioning his/her name and Ph.D. title in Hindi along with English.
5. The student shall also vest or license copyright of his/her thesis in the name of NIT Hamirpur.

NOTE: Changes in Annexure-III are annexed as **ANNEXURE A.**

Revised Outer and Inner cover page of Ph.D. Thesis are annexed as **ANNEXURE B.**

9.6 Evaluation of Thesis

1. After the synopsis has been submitted and the thesis board approved, the Dean Academic will send a confidential email 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. If 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 the examiner, a copy of the thesis along with a thesis evaluation form (as per the prescribed format) for the examiner's report will be sent to each examiner both in hardcopy and softcopy (by email), if desired.
 3. In case Dean Academic is the supervisor of the student concerned, above processing (detailed in Clause (1 & 2) above) will be done by the Chairman, SPGC.
 4. An examiner will be given two months time to evaluate the thesis and submit the evaluation report.
 5. On receiving reports from both the examiners (Indian and foreign), the Dean Academic in consultation with Chairman, SPGC will place it in one of the following four categories:
 - i. **Category I:** If all the reports are satisfactory, clearly recommending the award of degree.
 - ii. **Category II:** If an examiner points out typographical errors, or minor technical mistakes, raises some queries or suggests modifications but does not imply that the acceptance of the thesis is subject to removal of these defects to the examiner's satisfaction, the supervisor will communicate to the Dean Academic within three months, the student's response to the above and after incorporating the same in revised thesis to the satisfaction of the Oral Board.
 - iii. **Category III:** If an examiner raises major technical points or suggests modifications which must be answered/carried out to the examiner's satisfaction before the thesis is accepted, then the revised thesis shall be submitted within a period of one year from the date of communication in this regard from Dean Academic. The supervisor will communicate to the Dean Academic the changes made in the thesis in response to the examiner's comments along with an explanatory note which will be sent to the examiner with a request to respond within one month; if the examiner's response is not received within this period, a reminder will be sent and if no reply is received within next 15 days, further action to change the examiner will be initiated.
 - iv. **Category IV:** "If an examiner rejects the thesis as it does not meet the minimum standard, then in case of both the reports in Category IV, Ph.D Degree cannot be awarded to the candidate based upon submitted work /thesis and his /her candidature will be cancelled. However, in case of conflicting reports (i.e. only one report is in category IV and other is in category I/II/III), *both the reports along with comments (without disclosing the identity of the examiner) will be sent to the SRC of the Candidate to decide whether the comments received are appropriate to be included in the thesis or not.*

(i) In case SRC decides that the comments are genuine and appropriate then the candidate is to work on the comments raised by the examiner and re-submit the thesis as a fresh case along with synopsis after completing the requirement of PG Manual clause No. 9.4 and 9.5 to the Academic Section for evaluation.

(ii) In case the SRC decides that the comments of the examiner are not appropriate, then SRC can recommend with full justification that the thesis be sent to the examiner for evaluation. The Examiner shall be decided by the Chairman Senate.''

In both the cases, Chairman SPGC, NIT Hamirpur will be special invitee to the SRC meeting.

6. Copies of the categorized report (without the identity of the examiner) will be sent to the thesis supervisor(s) and the HoD by Dean Academic.
7. In case Chairman, SPGC is the supervisor of the student concerned, the above processing (detailed in 5) will be done by Chairman, SUGC.
8. In case Dean Academic is the supervisor of the student concerned, the processing detailed in 5 will be done by Chairman, SUGC and processing detailed in 6 will be done by Chairman, SPGC.
9. If the Chairman, Senate is the thesis supervisor the duties as performed by the Chairman, Senate as mentioned above shall be carried out by Dean Academic.
10. If the examiner's report is not received within two months period (as mentioned in 4 above), first reminder will be sent and if no reply is received within next one month, second reminder will be sent. If there is no reply within 15 days of second reminder, further action to change the examiner will be initiated.

9.7 Ph.D. Oral Board

1. The thesis supervisor(s) in consultation with the HoD shall propose the constitution of the Oral Board, to the Dean Academic who will forward it to the Chairman, SPGC for the approval of Chairman, Senate. Chairman, Senate may delete/add member(s) in the list of Institute members. In exceptional cases of death, long leave, etc. of Indian examiner, Chairman, Senate may appoint another examiner from within/outside Institute for conducting oral examination.
2. The Oral Board can only be proposed after the modifications suggested by the examiners have been submitted in the Academic Section against the categorized report (Category I & II only).
3. The Oral Board shall consist of three members in addition to the thesis supervisor(s) for conducting the viva voce examination. Of the three, two shall be from among the faculty members of the Institute (preferably including those in SRC) and one shall be Indian examiner outside the Institute. Of the two members from Institute one should be from other department/centre. The supervisor from NITH will be the convener of the Oral Board.

9.8 Ph.D. Oral Examination

1. The Ph.D. oral examination will be an open examination. The convener of the Oral Board will fix the date of the oral examination in consultation with the members of the Board 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 Chairman, SPGC may recommend to appoint a substitute in consultation with the thesis supervisor(s), HoD and Dean Academic for approval of the Chairman, 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 days before the date of the oral examination.
4. The Oral Board shall
 - i. examine the thesis reports,
 - ii. examine whether 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,
 - 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) to the Dean Academic.
5. If all, except one member of the Oral Board, declare the student as passed, the student shall be deemed to have passed.
6. If a candidate has not passed, the Oral Board will specify whether
 - i. the candidate may be given another chance to appear in the oral examination and will specify the appropriate date for re-examination. The original Oral Board will conduct the re-examination unless a different Oral Board is approved by the Chairman, Senate. In the reexamination, the Board will declare whether the candidate has passed or failed but will not recommend holding a third oral examination.
 - ii. the candidate is declared to have failed.
7. On receipt of the report that the student has passed the oral examination, along with thesis and "No Dues", the Dean Academic will recommend to the Chairman, Senate for award of the Ph.D. degree, and the degree may be conferred upon the candidate after approval by the Chairman, Senate.
8. If the candidate has failed, the matter will be brought to the attention of the Senate.

10. FINANCIAL ASSISTANCE, PRIZES AND MEDALS

10.1 Financial Assistance

The Institute shall award the scholarships, fee-waivers, 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.

These scholarships, etc. are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material, facts and/or giving false information. A student leaving the Institute on his/her own without completing the programme of study may be asked to refund the amount of scholarship, etc. received during the academic session in which he/she leaves the Institute.

For any fellowship/scholarship/stipend/financial assistantship paid, A student is expected to devote about eight hours per week towards job(s) assigned to him/her by the department/Institute.

10.2 Prizes and Medals

To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the Institute awards a number of prizes and Director's Medals, established by the Institute on its own or through endowments/grants made by donors, with the approval of the Board of Governors.

11. CONDUCT AND DISCIPLINES

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

11.1 Attendance Requirement

Attendance in all classes (lectures/tutorials, laboratories, etc.) is compulsory. All M.Tech./M.Arch./Ph.D. students are normally required to have full (100%) attendance in each theory/laboratory course. However, a student having deficient attendance on account of illness, participation in extra-curricular and co-curricular activities or any other genuine ground can be given attendance condonation to the maximum extent of 25%. The attendance shortage cases less than 75% shall be dealt as under:

1. Students having attendance less than 75% but higher than or equal to 60% in a theory course will be allowed to appear in End Semester Examination of that course. However, the marks obtained for the 20% component of the Internal Assessment (Class Test + Assignments) will be reduced to half (i.e. 50%). In case of lab course, the marks obtained for the 30% component of the Internal Continuous Assessment

will be reduced to half (i.e. 50%).

2. Students having attendance less than 60% but higher than or equal to 40% in a theory course will be allowed to appear in End Semester Examination of that course. However, the marks obtained for the 20% component of the Internal Assessment (Class Test + Assignments) will be reduced to one fourth (i.e. 25%). In case of lab course, the marks obtained for the 30% component of the Internal Continuous Assessment will be reduced to one fourth (i.e. 25%).
3. The students having attendance less than 40% in a theory/lab course will not be allowed to appear in End Semester Examination of that course and will be declared fail in that subject. However, the candidate may appear in the next supplementary examination to be conducted by the Institute. For such candidates, the marks obtained for the 20% component of the Internal Assessment (Class Test+Assignments) will be reduced to zero. In case of lab course, the marks obtained for the 30% component of the Internal Continuous Assessment will be reduced to zero.

A M.Tech./M.Arch./Ph.D. student must attend to his/her research work on all the working days and mark attendance except when he/she is on duly sanctioned leave. Absence without obtaining sanction of leave will be considered as an act of indiscipline and shall entail deduction from scholarship on pro rata basis.

11.2 Code of Conduct

Every student 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.

11.3 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 coordinator shall have the power to take appropriate action against a student who misbehaves in his/her class with intimation to DPGC and Dean Academic.

(b) Unfair Means

The faculty member/course coordinator 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 Unfair Means Committee (UMC) consisting of the following officials:

- | | | |
|------|--|----------|
| i. | Dean Academic | Chairman |
| ii. | Chairman, SPGC | Member |
| iii. | Chairman, SUGC | Member |
| iv. | Controller of Examination | Member |
| v. | Concerned HoD | Member |
| vi. | Two Senate nominees
(nominated by Chairman, Senate) | Member |

(c) Stay at Hostel

The Dean (Students & Alumni Affairs), Chief Warden, Warden of a Hostel has the power to reprimand, impose fine or take any other suitable measure against a resident who violates either the Code of Conduct or rules and regulations pertaining to the 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 (Students & Alumni Affairs) | Chairman |
| ii. | Chief Warden, Hostels | Member |
| iii. | Training & Placement Officer | Member |
| iv. | Concerned HoD | Member |
| v. | Concerned Warden | Member |
| vi. | Proctor | Member Secretary |

A student, teacher or other functionary of the Institute can refer a case to this Committee for consideration. Further, in very exceptional circumstances, the Chairman, Senate may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in his/her view, may tarnish the image of the Institute. The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Chairman, Senate for 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 even if he/she has satisfactorily completed all the academic

requirements from time to time.

11.4 Appeal Against Termination

A student whose programme is terminated on account of inadequate academic performance or otherwise has the right to appeal to the Chairman, Senate for reconsideration. While making the appeal against termination, he/she is expected to give reasons for his/her poor academic performance and/or to explain why his/her position merits reconsideration. The Chairman, Senate shall take a final decision after considering all the available inputs. However, the Chairman, Senate will not entertain any further appeal for review unless substantial additional information is brought to his/her notice. The Senate normally shall not entertain the appeal more than two times from the same student.

12. POST GRADUATION REQUIREMENTS

A student shall be deemed to qualify for PG degree of the Institute, if the student has

- i. passed all the prescribed courses,
- ii. attained the minimum required CGPI with no course having F grade,
- iii. satisfied the minimum academic and residence requirements,
- iv. satisfied all the requirements specified by the concerned department/centre, 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. GENERAL

(a) 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.

(b) Interpretations

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

(c) Waiver of Requirements in Special Cases

The procedures and requirements stated in this Manual, other than those in Clauses (2.4, 2.5, 2.6, 2.7 & 2.8) (Eligibility and Admissions) and Clauses (5 & 6) (Academic Requirements) may be waived in special circumstances by the Chairman, Senate on the recommendation of the DPGC, Chairman, SPGC and Dean Academic. All such exceptions

shall be reported to the Senate.

(d) Jurisdiction

This Manual sets out the procedure and requirements of the M.Tech./M.Arch./Ph.D. programmes of study that fall under the jurisdiction of the Senate, NITH. 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.

Post Graduate Courses

M.Tech./M.Arch. Courses

A. Distribution of Credits

The minimum credits for which a candidate must register are as under:

Minimum Credits Through Course Work			Minimum Credits Through Research		Total Credits
Programme Core (PC)	Programme Electives (PE)	Open Electives (OE)	Dissertation-3 rd Sem	Dissertation-4 th Sem	
24	11	3	12	20	70

B. Semester-wise Distribution of Credits

(may vary as per the need of specific programme, but the requirement of minimum overall credits listed in **A** must be satisfied)

Sem-1	Sem-2	Sem-3	Sem-4	Total Credits
17	17	16	20	70

C. Coding Scheme

Course Code: XXYZZ			
XX : Dept/Centre Code, Y : Level of Course, ZZ : Specific Code for Course			
YYY			
Programme Core	Programme/Open Electives	Seminar	Dissertation
600 to 699	700 to 799	800	801

XX Codes for Departments/Centres

Dept/Centre	Code	Dept/Centre	Code
Civil Engg	CE	Energy & Env	EN
Comp Sc & Engg	CS	Material Sc & Engg	MS
Electrical Engg	EE	Physics	PH
Electronics & Comm Engg	EC	Chemistry	CH
Mechanical Engg	ME	Mathematics	MA
Architecture	AR	Humanities & Social Sciences	HS

D. Self Study Course

Self study course will be related to the research/specialization area of a candidate. The concerned supervisor will act as course coordinator who will be responsible for proposing the course name and syllabus for approval of the DPGC. The evaluation pattern of the course shall be on similar lines as for a regular PG course (i.e. having the components mid term exam, end term exam, class test, quiz, assignments, etc.)

M.Tech./M.Arch. Teaching Scheme

FIRST SEMESTER

SNo	Course No.	Course Title	L	T	P	Hours/Week	C
1.	XX-600	Programme Core-1	3	0	0	3	3
2.	XX-601	Programme Core-2	3	0	0	3	3
3.	XX-602	Programme Core-3	3	0	0	3	3
4.		Programme Elective-1	3	0	0	3	3
5.		Programme Elective-2	3	0	0	3	3
6.	XX-603	Laboratory-1	0	0	3	3	2
Total			15	0	3	18	17

SECOND SEMESTER

SNo	Course No.	Course Title	L	T	P	Hours/Week	C
1.	XX-604	Programme Core-4	3	0	0	3	3
2.	XX-605	Programme Core-5	3	0	0	3	3
3.	XX-606	Programme Core-6	3	0	0	3	3
4.		Programme Elective-3	3	0	0	3	3
5.		Open Elective-1 (from other Dept)	3	0	0	3	3
6.	XX-607	Laboratory-2	0	0	3	3	2
Total			15	0	3	18	17

THIRD SEMESTER

SNo	Course No.	Course Title	L	T	P	Hours/Week	C
1.	XX-799	Self Study				3	2
2.	XX-800	Seminar	0	0	3	3	2
3.	XX-801	Dissertation (to be continued in 4 th Sem)				24	12
Total						30	16

FOURTH SEMESTER

SNo	Course No.	Course Title	L	T	P	Hours/Week	C
1.	XX-801	Dissertation (continued from 3 rd Sem)				40	20
Total						40	20

Programme Electives

XX-700

XX-701

..... •

Open Electives

XX-750

XX-751

..... •

Ph.D. Courses

SNo	Course	Code
1.	Research Methodology	XX-850
2.	PG Level Course (one)	As defined in the Teaching Scheme
3.	Self Study-1	XX-851
4.	Self Study-2	XX-852
5.	Ph.D. Dissertation	xx-900

XX are codes for different Departments/Centres as defined above (M.Tech./M.Arch.)

The procedure of approval and evaluation of Self Study courses shall be similar to the M.Tech./M.Arch. Self Study course as defined above.

Approval of New/Modified Course (M.Tech./M.Arch./Ph.D.)

All PG courses require the approval of the Senate before being offered. A course (new or modified) 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 course needs to be deliberated and recommended in the DPGC meeting. The Convener, DPGC will send the recommendation to the Chairman, SPGC who will put the case in SPGC meeting for deliberation. Any comments/suggestions will be referred back to the department/centre for modification and fresh recommendation of the DPGC. Once the case is through in SPGC, the Chairman, SPGC will send the recommendation to the Senate for approval.

In case of urgency, on the recommendation of DPGC, Chairman, SPGC and Dean Academic may send the recommendation to Chairman, Senate for approval which shall be ratified in the next Senate meeting.

Distribution of Weightage of Marks**Theory Courses (M.Tech./M.Arch./Ph.D.)**

SNo	Particulars	Weightage
Continuous Assessment		
1.	Mid Semester Examination	20% (duration 1½ Hours)
2.	Class test(s) (to be conducted by the concerned teacher)	10%
3.	Assignments, quizzes, projects, attendance, etc.	10%
End Semester Evaluation		
4.	End Semester Examination	60% (duration 03 Hours)

No student can pass a theory course without securing at least one third of the maximum marks in **end semester examination**.

Laboratory Courses (M.Tech./M.Arch./Ph.D.)

Continuous Assessment		End Semester Evaluation	
Particulars	Weightage	Particulars	Weightage
Record Mark (based on continuous assessment of Lab/Practical works considering regularity and timely submission of Lab records)	30%	Lab Experiment/Procedure Writing/Tabulation/Innovation, etc. as applicable	20%
Viva-Voce	30%	Viva-Voce	20%
Total	60%	Total	40%

M.Tech./M.Arch. Seminar (XX-800)

SNo	Particulars	Weightage
1.	Presentation and Response to Questions/Queries Raised (the student shall deliver the seminar in front of his classmates and answer the questions/queries raised)	60%
2.	Report Submission	40%

M.Tech./M.Arch. Disseration/Thesis (XX-801)

3rd Semester

SNo	Particulars	Weightage	Remarks
1.	Mid Term Evaluation	20%	To be awarded by the Committee
2.	End Term Evaluation	40%	
3.	Supervisor	40%	To be awarded by the Supervisor

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

4th Semester

SNo	Particulars	Weightage	Remarks
1.	Mid Term Evaluation	20%	To be awarded by the Committee
2.	Thesis Viva Voce	40%	To be awarded by Oral Board
3.	Supervisor	40%	To be awarded by the Supervisor
Total		100	

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

Re-evaluation system

To maintain transparency in the evaluations, answer sheets will be shown to the students immediately after the evaluation work is completed (preferably within one or two days) as per past practice. Students can only point out mistakes in calculation of total marks or any answer or part thereof which has not been checked so that the concerned evaluator can make correction in marks/grades accordingly. In case, students have some doubts regarding marks, the concerned HOD shall try to resolve the issue. Still if the student want the answer sheets to be re-evaluated, he/she have to apply for re-evaluation on the recommendation of concerned HOD within 10 days from the declaration of result for that particular semester by paying re-evaluation fee of Rs.1000/- (Rs. One thousand only) per answer sheet. Academic section shall initiate the process for re-evaluation of answer sheet from examiner within the Institute/ outside the Institute. Evaluator of the answer sheet be given remuneration of Rs.100/- Per Paper with a minimum amount of Rs.500/-. In case, variation in the re-evaluated answer sheet is 10% or more of the maximum marks for a particular subject, only then it will be considered for modification of result with the approval of the Chairman, Senate.

Approved PG Programmes

M.Tech./M.Arch. Programmes (02 Years, 04 Semesters)

The Institute is offering the following M.Tech./M.Arch. programmes or as decided by the Institute with approval from appropriate bodies such as Senate/BOG from time to time.

SNo	Department	M.Tech. Programme
1.	Civil Engineering	1. Geotechnical Engineering & Under Ground Structures
		2. Structural Engineering
		3. Transportation Systems Engineering
		4. Water Resources Engineering
2.	Computer Science & Engineering	1. Computer Science & Engineering
		2. Mobile Computing
3.	Electrical Engineering	1. Power System
		2. Signal Processing & Control
		3. Condition Monitoring, Control & Protection of Electrical Apparatus
4.	Electronics & Communication Engineering	1. VLSI Design Automation & Techniques
		2. Communication Systems & Networks
5.	Mechanical Engineering	1. Thermal Engineering (Computational Fluid Dynamics and Heat Transfer)
		2. CAD-CAM
6.	Architecture	1. M.Arch. in Sustainable Architecture
7.	Centre for Material Science & Engineering	1. Material Science & Engineering
8.	Centre for Energy & Environmental Engineering	1. Energy Technology
		2. Environmental Engineering

Ph.D. Programmes

The Institute offers Ph.D. programmes in a wide range of areas in Engineering, Architecture, Science and Humanities. The Institute also encourages interdisciplinary research through a system of joint supervision. The broad objectives of the Ph.D. programmes are to keep pace with the expanding frontiers of knowledge and to provide research training relevant to the present social and economic objectives of the country.

Approval of New PG Programme

All the PG programmes being offered in the Institute require the approval of Senate/BOG. A new PG programme leading to M.Tech., M.Arch., Ph.D., etc. degree has to be proposed by the concerned department specifying the full details of facilities available (both the human and the infrastructure), scope/acceptability of the programme, proposed intake, teaching scheme and syllabi, etc. The proposal needs to be deliberated and recommended in the DPGC meeting. The HoD will send the recommendation to the Chairman, SPGC who will put the case in SPGC meeting for deliberation. Any comments/suggestions will be referred back to the department for modification and fresh recommendation of the DPGC. In case, the proposal is through in SPGC, the Chairman, SPGC will send the recommendation to the Senate for approval. The case may be referred to the BOG, if recommended by the Senate.

GENERAL GUIDELINES FOR DISSERTATION/THESIS WRITING

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

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.
- Margins: 38 mm from the left edge of the paper, 25mm from the top, bottom and 25mm 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 (of White A₄ paper)

- Title of dissertation/thesis.
- The following statement must also appear: A dissertation/thesis is submitted as a partial fulfillment of the M. Tech. or Ph.D. program in ---
----- (For Example: humanities or science or Engineering).
- Name of student with registration number.
- Institute logo
- Place of submission.
- Month and year of submission (Example: May, 2014).

Abstract

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

Introduction

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

Literature Review

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

Methodology

This Chapter 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 or table and their legend should appear on the same page. The caption of the Figure and title of the Table should appear at the below and up respectively

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 Chapter 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. The writing style for references list may be selected as per the norms opted internationally in areas of Engineering and Sciences.

Appendices

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

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.

Binding

The student should submit the copies of the thesis in a fully bound form (soft cover) for evaluation of their Ph. D. After the acceptance of the thesis and Viva-voce examination, it is the student's responsibility to get the thesis properly bound for depositing the copies in the Academic Section.

Front Cover Color

M.Tech./M.Arch.	:	Maroon
Ph.D.	:	Light Green

Cover Lettering

Front	:	Embossed in black
Side	:	Embossed in gold

Outer Title Page

- An established font of Times New Roman
- Margins: 38 mm from the left edge of the paper, 25mm from the top, bottom and right edge for A4 size paper.
- Title of thesis. (26 font size)
- PhD Thesis (Below the title these words will have 30 font size)
- Name of student (18 font size)
- Institute logo
- Place of submission. .(16 font size)
- Month and year of submission (Example: June, 2011), (14 font size)

Note: Please see the sample copy and in case of any doubt consult Convener DPGC of the department/center

To achieve uniformity in thesis please consult Convener, DPGC, of the department/center

Chapter 1 (Font size 22, Times New Roman, Italic, 5cm from top)

Title of the Chapter (Font size 22, Times New Roman, Bold).

Section (Font size 18, Times New Roman, Bold) One line spacing (one enter before section title) before section title.

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

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

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

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

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


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

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

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

References - (Font size 18, Times New Roman, Bold, International format may be followed as to their branch/specialization) Entire reference list should be typed in single line spacing (IEEE format example listed below).

- [1] M. M. Sondhi and D. A. Berkley, "Silencing Echoes on the Telephone Network," *Proceedings of the IEEE*, vol.68, no.8, pp. 948-963, 1980.
- [2] J. Benesty, T. Gansler, D.R. Morgan, M.M. Sondhi, and S.L. Gay, "*Advances in network and acoustic echo cancellation*", Springer-Verlag, 2001.
- [3] J. Benesty, Y. Huang *Adaptive Signal Processing Applications to Real World Problems*, Springer-Verlag, 2003.
- [4] J. Benesty, D. R. Morgan, and M. M. Sondhi, "A better understanding and an improved solution to the specific problems of stereophonic acoustic echo cancellation," *IEEE Trans. Speech Audio Processing*, vol. 6, pp. 156–165, Mar. 1998.
- [5] M. M. Sondhi, D. R. Morgan, and J. L. Hall, "Stereophonic acoustic echo cancellation—An overview of the fundamental problem," *IEEE Signal Processing Lett.*, pp. 148–151, Aug. 1995.
- [6] Andrew Dowd, Chuck Farrow, "A DSP Echo Cancellation Algorithm : *Abstraction to implementation*," http://www.mathworks.com/programs/release13/AEC_paper.pdf.

Ph.D. Thesis	<div data-bbox="773 321 1188 386">Title of Thesis</div> <div data-bbox="789 638 1172 707">PhD Thesis</div> <div data-bbox="828 940 1133 1050"><i>By</i> Student Name</div> <div data-bbox="868 1100 1089 1333"></div> <div data-bbox="516 1488 1448 1642">NAME OF THE DEPARTMENT NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR HAMIRPUR, HIMACHAL PRADESH – 177 005 (INDIA)</div> <div data-bbox="878 1688 1084 1732">Month, Year</div>	
Name of the Candidate		
Month Year		

Title of Thesis

*A Thesis submitted
in partial fulfillment of the requirements
for the Degree of*

Doctor of Philosophy

by

Student Name

(Registration Number:)

Under the guidance of
Dr. Supervisor's Name



to the

NAME OF THE DEPARTMENT
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR, HIMACHAL PRADESH – 177 005, INDIA

Month, Year

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CANDIDATE'S DECLARATION

I hereby certify that the work which is being presented in the thesis entitled "**TITLE OF THESIS**" in partial fulfilment of the requirements for the award of the Degree of Doctor of Philosophy and submitted in the Name of the Department, National Institute of Technology Hamirpur, is an authentic record of my own work carried out during a period from Starting_Month Starting_Year to End_Month End_Year under the supervision of **Dr. Supervisor's Name**, Supervisor's Designation, Name of the Department, National Institute of Technology Hamirpur.

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

Sd/-

(NAME OF THE CANDIDATE)

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

Date:

Sd/-

(Dr. Supervisor's Name)
Supervisor's Designation

The Ph.D. Viva-Voce Examination of Name of the Candidate, Research Scholar, has been held on

Signature of Supervisor(s)

Signature of External Examiner

**M.Tech.
Thesis**

Name of the Candidate

**Month
Year**

Title of Thesis

M.Tech. Thesis

By

Student Name



NAME OF THE DEPARTMENT

**NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR, HIMACHAL PRADESH – 177 005 (INDIA)**

Month, Year



NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR, HP – 177 005 INDIA

EVALUATION REPORT OF Ph.D. THESIS

CONFIDENTIAL

1. Name of Candidate :
2. Registration No. :
3. Department :
4. Thesis Title :
-

5. General Features of the Thesis:

- (i) Organization and Presentation:
-
-

- (ii) Is the quality of the work comparable with that in other universities of repute?

Yes	No
-----	----

- (iii) Does the thesis embody any new ideas with original thoughts?

Yes	No
-----	----

6. Comments (*separate sheets may be attached*)

- (i) Corrections in punctuations, grammar, spelling or language

None	Minor	Require Changes
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- (ii) Technical content of the thesis

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- (iii) Highlights and strong/weak points of the thesis

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7. Suggestions, if any (separate sheets may be attached)

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8. Questions to be Asked at the Time of Viva Voce Examination (minimum two and maximum six) (separate sheets may be attached)

9. Specific Recommendations. Tick mark (✓) only one of the followings.

- [I] **(Acceptable)** The thesis is acceptable in the present form.
- [II] **(Acceptable after Minor Technical Revisions/Language Corrections)** The thesis is acceptable after minor revisions as specified to the satisfaction of the Oral Board during viva-voce examination.
- [III] **(Major Technical Modifications and Re-evaluation)** The thesis needs major technical improvements/modifications which must be carried out and revised thesis must be sent to me before I recommend the thesis for acceptance.
- [IV] **(Rejected).** The thesis is rejected as it does not meet the minimum standards.

Signature of the Examiner

Name:

Designation:

Address:

.....

.....

.....

Mobile Number:

Note: You are requested to maintain the confidentiality of this academic assignment.