

# PG ORDINANCE 2024

(For M.Tech./ M.Plan./ MBA/ MCA/ M.Sc./ M.A)



**MAULANA AZAD**

**NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL**

**(An Institution of National Importance)**

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## LIST OF ACRONYMS

Term	Definition
AIU	Association of Indian Universities
BOAC	Board of Academic Council
CFTI	Centrally Funded Technical Institute
CGPA	Cumulative Grade Point Average
DASA	Direct Admission of Students Abroad
DPPC	Departmental Postgraduate Program Committee
EWS	Economically Weaker Section
GATE	Graduate Aptitude Test in Engineering
GoI	Government of India
ICCR	Indian Council for Cultural Relations
IIIT	Indian Institute of Information Technology
IIT	Indian Institute of Technology
JAM	Joint Admission Test for Masters
MA	Master of Arts
MACT	Maulana Azad College of Technology
MANIT	Maulana Azad National Institute of Technology Bhopal
MEA	Ministry of External affairs
MBA	Master of Business Administration
M Plan	Master of Planning
MSc	Master of Science
M Tech	Master of Technology
NIT	National Institute of Technology
NPTEL	National Programme on Technology Enhanced Learning
OBC	Other Backward Class
RPWD	Rights of People with Disabilities
PhD	Doctor of Philosophy
PG	Postgraduate
PWD	Person with a Disability
SC	Scheduled Caste
Senate	MANIT Academic Senate
SGPA	Semester Grade Point Average
SII	Study in India
ST	Scheduled Tribes
TA	Travelling Allowance
TPO	Training and Placement Office
UFM	Unfair Means

**DEFINITIONS:**

- i. **Academic calendar:** The exact dates for the important academic events scheduled during the Academic Session shall be specified in the Academic Calendar.
- ii. **Academic year:** Institutes academic year begins from July, 1 and ends on June, 30 every year.
- iii. **Dean (A):** Dean (Academics)
- iv. **Dean (SW):** Dean (Students Welfare)
- v. **Even semester:** Semester that begins in the month of January and closes by June.
- vi. **Institute:** Means **MANIT** Bhopal.
- vii. **Odd semester:** Semester that begins in the month of July and closes by December.
- viii. **Registration:** Enrolment for the courses that a student wants to pursue during a semester as required by the Programme.

**Note:** 'He' & 'His' imply both genders and may be interpreted as 'he/' 'she' and 'his'/'her', as the case may be.

## **1.0 INTRODUCTION**

The goals of the postgraduate programmes at the Maulana Azad National Institute of Technology (MANIT) Bhopal are the development of technological and engineering manpower of the highest quality, to meet with the needs of educational institutions, R&D organizations and industries, a deep understanding of the area of specialization, an innovative ability to solve new technological problems, and a capacity to learn continually and interact with multidisciplinary groups. With these goals, the postgraduate programmes are designed to include courses of study, seminars and project/ thesis through which a student may develop his/ her concepts and intellectual skills.

The procedures and requirements stated in this ordinance include the philosophy of postgraduate (PG) education and ensure a high standard of performance at the Institute. The institute offers following PG programme:

- i. The Master of Technology (M.Tech.) degree in Structural Engineering, Environment Engineering, Geotechnical Engineering, Transportation Engineering, Geo-Informatics & its Applications, Chemical Engineering, Integrated Power System, Power Electronics and Drives, Material Science and Technology, Thermal Engineering, Industrial design, Automation & Robotics, Industrial Engineering & Management, Bio technology, Information security, Advanced computing, Computer networking, Communication Systems, VLSI and Embedded Systems, Bioinformatics, Agile Software Engineering, Renewable energy, Energy System Management, Smart Manufacturing.
- ii. Master of planning (M. Plan) degree in Urban Planning, and Housing.
- iii. The Institute also offers the Programme leading to the Master of Business Administration (MBA) and Master of Computer Applications (MCA), Master of Science (M.Sc.) in Physics and Chemistry, and Master of Arts (MA) in Development Studies.

The Senate Sub-Committee (SC), established according to the bylaws of the Senate, operates through the Departmental Postgraduate Programme Committees



(DPPCs) to administer all aspects of the above programmes.

## **2.0 ADMISSION**

### **2.1 ACADEMIC SESSION**

The academic session of the Institute is divided into two regular semesters. The first semester will normally commence in July of every year and the second semester in January of every year. The academic activities are carried out as per the academic calendar.

### **2.2 ELIGIBILITY FOR ADMISSION**

- i. The eligibility conditions given below are the absolute minimum. Departments may prescribe any requirements over and above these, subject to the approval of the Chairman Senate.
- ii. For admission in M. Tech/ M. Plan/ M. Sc., a candidate should have the qualifying degree in appropriate branch of engineering/ architecture/ planning/ sciences.
- iii. The M.Tech/ M.Plan and M.Sc admissions will be through centralized counselling for M. Tech /M. Arch /M. Plan (CCMT) admissions and centralized common counselling for M. Sc./ M. Sc. (Tech) (CCMN) respectively. All the M.Tech/ M.Plan candidates admitted through CCMT are eligible for fellowship.
- iv. The eligibility criterion for MBA programme is graduation in any discipline.
- v. The admission in MCA will be based on an all India entrance examination conducted by any one of the NITs every year. The admission criterion for MCA will be same as decided by NIT MCA Common Entrance Test (NIMCET) committee.
- vi. The eligibility criterion for MA programme is any three/four-year bachelor's degree (B.A., B.Sc., B.Tech. or equivalent) from a recognized University or Institute.
- vii. A candidate belonging to General Category, EWS and Other Backward Class (OBC) must possess a minimum of 60 % marks/ equivalent CGPA 6.5 and above on a 10-point scale in the final year of the qualifying examination in appropriate branch. A candidate belonging to Scheduled Caste/ Scheduled

Tribes Category (SC/ST)/ PwD must processes a minimum of 55 % marks/ equivalent CGPA 6.0 and above on a 10-point scale.

- viii. Reservations of seats for OBC/ EWS/ SC/ ST/ PwD will be as per MoE/ GoI norms/ rules.

**Table 2.1:** Eligibility criteria for post graduate programmes

S.N.	Course	Eligibility Criteria
M.TECH/M.PLAN		
Department of Architecture and Planning		
1.	M.Plan in Urban Planning (AP UP)	Bachelor of Architecture, Bachelor of Planning, B.E./B.Tech. in Architectural Engineering, Architecture, Civil, Civil Environmental, Civil Engineering and Planning, Civil and Transportation, Architecture and Interior Decoration, Civil Engineering (Public Health Engineering), Civil and Water Management, Civil and Rural Engineering, Civil Engineering Environment and Pollution Control, Civil Engineering with Computer Application, Civil Engineering (Construction Technology), Civil and Structural Engineering
2.	M.Plan in Real Estate Planning (AP RE)	
Department of Biological Science and Engineering		
1.	M.Tech in Biotechnology (BS BT)	B.E./B.Tech in Biotechnology, Environmental Science and Engineering, Biomedical, Biochemical, or M.Sc. in Biochemistry, Biotechnology, Environmental Science, Microbiology
Department of Chemical engineering		
1.	M.Tech in Chemical Engineering (CL CE)	B.E./B.Tech. in Chemical, Petroleum, Petrochemical, Food, Dairy, Oil and Paint, Textile, Biotechnology, Biochemical, Agricultural, Marine, Instrumentation, Environmental, Biomedical, Civil, Mechanical, Energy, Renewable Energy, Nanotechnology.
Department of Civil Engineering		
1.	M.Tech in Structural Engineering (CE ST)	B.E./B.Tech in Civil Engineering
2.	M.Tech in Environment Engineering (CE EN)	
3.	M.Tech in Geotechnical Engineering (CE GE)	

4.	M.Tech in Transportation Engineering (CE TR)	
5.	M.Tech in Infrastructure Engineering & Construction Management (CE IC)	
6.	M.Tech in Geo-Informatics & its Applications (CE GI)	
Department of Computer Science and Engineering		
1.	M.Tech in Information security (CS IS)	B.E./B.Tech in any branch with GATE qualified in CSE/AI.
2.	M.Tech in Advanced computing (CS AC)	
3.	M.Tech in Computer Networking (CS CN)	
4.	M.Tech in Quantum Computing (CS QC)	
Department of Electrical Engineering		
1.	M.Tech in Integrated Power System (EE PS)	B.E./B.Tech in Electrical/ Electrical & Electronics.
2.	M.Tech in Power Electronics and Drives (EE ED)	B.E./B.Tech in Electrical/ Electrical & Electronics/ Electronic Instrumentation/ Instrumentation and Control/ Electronics Engineering/ Electronics and Communication Engineering.
Department of Electronics and communication		
1.	M.Tech in Communication Systems (EC CS)	B.E./B.Tech. in Electronics and Communication, Electronics and Telecommunication, Electronics, Telecommunication, Applied Electronics and Instrumentation, Electronics and Instrumentation, Instrumentation and Electronics, Electrical and Electronics, Electronics and Communication with specialization in Design and Manufacturing, Electrical, Electronics and Power, Electronics System, Electronics (specialization in System Engineering), Electronics with minor in System Engineering.
2.	M.Tech in VLSI and Embedded Systems (EC VE)	
Department of Material - and Metallurgical Engineering		
1.	M.Tech in Material Science and Technology (MM MT)	B.E./B.Tech in Materials science, Materials and metallurgical, Mechanical, Ceramics, Polymer Nanotechnology, Metallurgical, Materials engineering.

Department of Mathematics, Bioinformatics & Computer Applications		
1.	M.Tech in Bioinformatics (MC BI)	4-year graduation (or 3-year graduation + post-graduation) in the field of Science/ Life Science / Mathematics/ Physics / Chemistry / Chemical / Biotechnology / CS / IT / Agriculture/ Bioinformatics/ Computational biology
2.	M.Tech in Agile Software Engineering (MC SE)	B.E./B.Tech in CS/ IT/ Electronics / Mathematics & Computing/equivalent or Master of Computer Applications or M. Sc. (CS/IT/Mathematics/ Physics/equivalent)
Department of Mechanical Engineering		
1.	M.Tech in Thermal Engineering (ME TH)	B.E/B.Tech in Mechanical Engineering, Production & Industrial Engineering, Materials & Metallurgical, Automobile, Aeronautical, Chemical, Energy Engineering.
2.	M.Tech in Machine design (ME MD)	B.E/B.Tech in Mechanical, Electrical, Electronics, Production & Industrial Engineering.
3.	M.Tech in Automation & Robotics (ME RB)	B.E/B.Tech in Mechanical, Civil, Electrical, Electronics, Computer Science Engineering/ Production & Industrial Engineering.
4.	M. Tech in Industrial Engineering & Management (ME IM)	B.E/B.Tech in Mechanical Engineering, Production & Industrial Engineering.
Energy Center		
1.	M.Tech in Renewable energy (EN RE)	B.E./B.Tech in Energy, Renewable Energy, Mechanical, Electrical, Electronics & Communication, Civil, Chemical, Instrumentation, Environmental, Biomedical, Electronics and Instrumentation, Electronics, Electrical and Electronics, Electrical and Instrumentation, Power, Electrical Power.
2.	Master of Science in Energy Economics & Management (EN EM)	
Centre for Excellence in Water Management		
1.	M.Tech in Water Resources Engineering and Management (CE WM)	B.E./B.Tech in Civil Engineering, Agricultural Engineering
Centre of Excellence in Product Design & Smart Manufacturing		
1.	M.Tech in Smart Manufacturing (SM)	B.E./B.Tech in Mechanical, Production, Production & Industrial, Smart Manufacturing, Mechatronics, Electrical, Electronics & Communications, Computer Science, Aerospace, Material Science & Metallurgical Engineering, Chemical, Aeronautical Engineering.
Centre for Artificial Intelligence		
1.	M. Tech in Artificial	B.E./B.Tech in any branch with GATE qualified in

	Intelligence (AI)	CSE/AI.
<b>Physics</b>		
1.	M.Tech in Nano-Technology (PY NT)	B.E/B.Tech in Mechanical, Civil, Electrical, Electronics, MSME, Chemical M.Sc. (Physics, Chemistry, Materials Science)
1.	M.Tech in Semiconductor and Quantum Technology (PY SQ)	
<b>MCA</b>		
<b>Mathematics, Bioinformatics &amp; Computer Applications (MBC)</b>		
1.	Master of Computer Applications (MC CA)	As per the eligibility criteria of NIMCET
<b>MBA</b>		
<b>Department of Management Studies</b>		
1.	Master of Business Administration (MG)	Bachelor's degree or equivalent qualification
<b>M.Sc</b>		
<b>Physics</b>		
1.	Master of Science in Physics (PY MS)	A three/four-year Bachelor's degree (B.Sc. or equivalent) from a recognized University or Institute.
<b>Chemistry</b>		
1.	Master of Science in Chemistry (CY MS)	A three/four-year Bachelor's degree (B.Sc. or equivalent) from a recognized University or Institute.
<b>MA</b>		
<b>Department Humanities and Social Science</b>		
1.	Master of Arts in Development Studies (HS)	A three/four-year Bachelor's degree (B.A., B.Sc., B. Tech. or equivalent) from a recognized University or Institute.

## 2.3 ADMISSION PROCEDURE FOR FULL TIME STUDENTS

The institute offers various PG programmes in full time, sponsored, self-sponsored and part time categories.

### 2.3.1 FULL TIME WITH INSTITUTE FELLOWSHIP

The Admission to the full time M.Tech./ M.Plan programme with institute fellowship will be made on the basis of GATE scores of the candidates, through central counseling jointly conducted by all National Institutes of Technology (CCMT) or as directed by MoE/ Gol from time to time. The reservation shall be as per Gol norms.

**2.3.2 FULL TIME WITHOUT INSTITUTE FELLOWSHIP**

- i. M.Tech/ M.Plan: The selection of the candidate is only through Institute test (Without GATE & Stipend)
- ii. MCA: The selection of the candidate is only through NIMCET entrance Examination and counselling or as directed by MoE/ GoI from time to time.
- iii. MBA: The MBA admission will be made by the Institute in the full-time category (without fellowship). The applicants must apply for admission on prescribed forms, which must be sent directly to the AR (Admission) before the last date specified in the advertisement for PG admission every year. The selection of the candidate is only for CAT/ CMAT/ MAT qualified students. The admission is bound on merit proposed on the basis of CAT/ CMAT/ MAT score (70% weightage) Group discussion (20% weightage) and personal Interview (10%). All admissions will be made on approval by the Chairman Senate, on the recommendations of the duly constituted admission committees.
- iv. M.Sc.: The admission to the full time M.Sc programmes will be made on the basis of Joint Admission Test for Masters (JAM) scores of the candidates, through central counseling jointly conducted by all National Institutes of Technology (CCMN) or as directed by MoE/ GoI from time to time.
- v. MA: The admission to the full time MA programme will be made through institute test.

**2.3.3 FULL TIME SPONSORED (WITHOUT INSTITUTE FELLOWSHIP)**

- i. Institute offers two (02) seats in each programme for sponsored full time regular PG programme.
- ii. Any student seeking admission under this category shall be working on a regular post in any Government/semi government/public sector units/industries/ academic institutes/ research organizations/ Architectural/ Planning firms for a minimum of two years at the time of admission. Admission of such candidates will be based on the institute test/ interview and the required working experience. Scientist working in Government of India Research organization such as ISRO, DRDO, CIPET, etc. can seek direct admission with the permission of senate. Institute shall allow M.Tech to

candidates from the institutions having MoU with MANIT.

- iii. The application form of such candidates should be duly forwarded by the parent organizations and should record that the candidate will be allowed to attend the classes in daytime and will be allowed to stay in the campus/ Bhopal during his/ her PG programme.
- iv. There will be NO concessions on fee to be deposited in MANIT, Bhopal. However, the candidates employed in MANIT Bhopal may be given fee concession subject to approval of Chairman Senate.
- v. If seats in full time with institute fellowship are vacant then they may be filled by the sponsored candidate, after due approved by Chairman Senate.
- vi. No financial liability will be on the part of the MANIT.

#### **2.3.4 FOR AICTE-QIP SPONSORED CANDIDATES**

Under this category, the admission guidelines shall be adopted as per AICTE-QIP scholarship scheme to ascertain the basic eligibility of a candidate. However, after initial scrutiny a personal interview shall be conducted for the shortlisted candidates through a selection committee constituted as per the institute/AICTE QIP guidelines.

#### **2.3.5 FOR ARMED FORCED OFFICERS**

Two additional seats in each PG programme shall be made available to working armed officers, with all other conditions as per sponsored candidates (as in clause 2.3.3).

If PG/M. Tech Student completed the first year successfully then he may convert the degree from full time to part time while writing an application through HOD citing the reasons for conversion.

### **2.4 ADMISSION FOR PART-TIME STUDENTS**

#### **2.4.1 ADMISSION CRITERIA**

The students with Bachelor's degree in relevant\* discipline as per Table 2.1 will be eligible to apply for admission in corresponding Part-time P.G. Programmes, subject to fulfilling the following requirements.

- a. CGPA of 6.5 (on a 10-point Scale) or equivalent, in the qualifying degree. The relaxation in CGPA in the qualifying degree shall be as per MoE/ Gol norms from time to time.
- b. At least one year of job experience (Central Government/ State Government/ Teaching Institutions/ Private Industries/ Startups with registration in Department for Promotion of Industry and Internal Trade).

#### **2.4.2 ADMISSION PROCEDURE**

- i. The applicants for Part-time P.G. Programmes will have to appear in a written test and/or interview conducted by the institute as per prevailing norms.
- ii. Qualifying in GATE / NET is not mandatory but the institute, on its sole discretion, may relax the requirement of written test and/or interview in such cases. The same criterion will be applicable to candidates with a valid GATE / NET score.

On approval by the Chairman, Senate, the admission section will issue the admission letters to the candidates who will be required to accept the offer of admission by depositing the prescribed fee before the specified date.

In case a candidate does not accept the offer by paying the prescribed fee by the specified date, the offer of admission may stand withdrawn, and the admission will be offered to the candidates in the waiting list, if any, in order of merit.

The offer of admission may also stand withdrawn if the candidate who has accepted the offer, fails to register by the date for late registration.

#### **2.4.3 REQUIREMENT FOR COURSE WORK AND RESIDENCY**

- i. A student enrolled in a Part-time P.G. programme has to complete all requirements of the course work and earn as many credits as specified by the institute in the scheme of the corresponding Full-time P.G. programme.
- ii. A Part-time P.G. student will have to opt for a minimum of two theory courses in each semester. In no case, the student will be allowed to opt for more than three theory courses in any semester.
- iii. The candidate will be at liberty to opt for equivalent NPTEL Courses in lieu of regular courses floated by the institute. However, the maximum percentage of



such courses can only be 40% of the total number of courses in the academic programme. The choice of permissible NPTEL courses and their credit equivalence will be subject to due approval by the institute at the start of every semester.

- iv. A Part-time P.G. student will be expected to remain in regular touch with his Research Supervisor(s) through the entire duration of the dissertation phase. He is expected to spend at least two weeks in the institute in every semester and complete all stipulated programme requirements.
- v. A Part-time P.G. student will have to undertake laboratory, seminar, studio, field-work etc. as per the programme scheme of the concerned department.

#### **2.4.4 FELLOWSHIP**

No candidate admitted in a Part-time PG Programme will be entitled to any fellowship from the institute.

#### **2.4.5 PROGRAMME DURATION**

A Part-time P.G. Programme will allow the student to complete his/her coursework requirement in two years (for M.Tech./ M.Plan./ MBA/ M.Sc./ M.A) and three years (for MCA). This will be followed by the dissertation / thesis phase which will be of one year duration.

#### **2.4.6 DISSERTATION / THESIS SUPERVISOR ALLOTMENT AND ELIGIBILITY**

The norms and modalities for allotment of a Dissertation / Thesis Supervisor for a Part-time P.G. Programme – enrolled candidate will be as per the standard institute norms prevalent at that point of time. Any change in the allotted Dissertation / Thesis Supervisor will also be subject to standard institute norms.

#### **2.4.7 PROGRAMME FEE**

All Part-time students enrolled in P.G. programmes will have to pay the same admission fee, tuition fee and other charges as decided by the institute.

#### **2.4.8 NUMBER OF SEATS**

The number of Part-time seats in any P.G. programme may be fixed as 30. However, a minimum of 05 students have to be enrolled to run the programme.

## **2.5 ADMISSION FOR FOREIGN STUDENTS**

A foreign student (NRI and Foreign Nationals) seeking admission in any PG programme of MANIT should have a qualifying degree from any Institute/ University recognized by the Association of Indian Universities or abroad.

The application of such students shall be routed through MoE/ Agencies authorized by MoE to the institute before the last date of the submission of applications as prescribed by the institute.

The number of seats for such candidates and the required fee shall be fixed by the institute in consultation with MoE/ Government of India. **These students shall not be eligible for GATE scholarships.**

### **2.5.1 CRITERIA FOR ADMISSION OF FOREIGN STUDENTS THROUGH ICCR AND DASA SCHOLARSHIP**

- i. The applicant should not be older than 25 years as on 1st October of the calendar year.
- ii. The applicants seeking admission to PG Programmes should have valid GRE score equal to/ more than 280.
- iii. Applicant should have studied all subjects from Secondary School level equivalent of class 06 of Indian System in English Medium.
- iv. The applicant should have cleared 04 years B.Tech/ B.E./ B Plan Degree in relevant discipline and / or 05 years Degree course in Architecture with minimum 60% aggregate marks or 6.5 CGPA (at a scale of 10).

## **2.6 PROVISIONAL ADMISSION**

A new entrant to any PG programme, who is awaiting the results of the qualifying examination, will be allowed to register "provisionally" on submission of a certificate from his/her institution certifying that he/she has appeared in the final qualifying examination (including all papers in theory, practical, project, oral, etc). The candidate will submit attested copies of the certificates of having passed the qualifying examination by the last date for document submission as specified in the academic calendar (usually about 2 weeks from the date of registration), failing which the admission may be cancelled.

## **2.7 ADMISSION FEE**

The students admitted will have to pay the full fee for one semester/one year as applicable to the particular category of the candidate as per the institute norms. The institute reserves every right to modify the admission fee from time to time based on the approval of competent authority. Any student will be admitted only when he/she has deposited the full fee for one semester/one year as applicable to him.

### **2.7.1 FEE REFUND**

After the counseling if someone cancels his /her admission at any point of time and if the seat remains vacant. No fees shall be refunded except for Caution money and mess charges (as applicable).

## **2.8 FINANCIAL ASSISTANCE**

- i. The Institute provides financial assistance to full time postgraduate students with institute fellowship, in the form of fellowship. Fellowships are awarded on a semester-to-semester basis for a period of up to four semesters for M.Tech./M.Planning Students. The fellowships are paid as per the rates approved by MoE/ Govt.
- ii. In case if student leaves the PG programme or discontinues the programme in between, for any reason, fellowship shall be discontinued. Also, he/she has to refund all the amount received from the institute directly in the form of fellowship and indirectly in the form of support for activities such as participation in conference, sports etc.
- iii. An undertaking stating these conditions needs to be signed by the candidate at the time of admission. The maximum duration for availing the stipend shall be two years from the date of admission.
- iv. A student of 5-year B. Tech. and M. Tech. in Mathematics and Data Science (Dual Course) shall be provided with fellowship in the 5th year, if the student qualifies the GATE exam and applies for the fellowship.

## **2.9 MULTIPLE EXIT/ENTRY OPTION**

The student can avail options of multiple exits from the programme after successful completion of a minimum of two semester of M.Tech/ M.Planning/ MBA and

four semester for MCA. The Senate will prescribe the Certificate to be awarded to the student availing the exit option only upon the request of the concerned student, except where the student successfully completes his/her programme to which the admission was made.

The exit option can be exercised with possibility of reentry to the same course to complete the remaining programme of his/her admission with an upper limit of gap from the time of exit to the time of re-joining, as prescribed by the Institute Senate. Normally the exit gap should not exceed a period of one year on M.Tech/ M.Plan/ MBA and two years on MCA every exit availed. The gap shall not be counted for computing the maximum permissible duration of the programme. In case the scheme has changed at the time of reentry, the student shall be governed by the scheme in force at the time of his reentry. After successful completion of the programme, the student shall be awarded with a degree certificate with an appropriate remark about having availed the exit option.

The proposed multiple exit options are as follows:

S.N.	Name of Programme	Exit Option
1	M. Tech.	One Year
2	M. Plan	One Year
3	M C A	Two Years
4	M B A	One Year

Also, if students take the in-between exit option as mentioned above and returns back to complete the programme the gap duration will not be taken into account of maximum period permitted, however, the maximum duration of exit shall not exceed five (5) years.

After the exit as mentioned in the additional exit column the student will be entitled for the award of PG diploma in relevant programme, if desired.

### **3.0 REGISTRATION**

A student is required to register in the beginning of each semester for the courses that he/ she intends to pursue in that semester. The registration process

involves: The payment of fees for that semester and clearance of any outstanding dues. Without clearance of the dues, a student cannot be allowed to register in the next semester.

### **3.1 REGISTRATION TO NEXT SEMESTER**

The registration in each semester should be taken as per the notification given by Admission section after paying the Institute Fees in the beginning of each semester within the prescribed time.

### **3.2 LATE REGISTRATION**

If for any compelling reason like illness, etc. a student is unable to register on the day of registration, he/she can register till the late registration day specified in academic calendar on payment of specified late registration fee.

### **3.3 REGISTRATION FEES DEFERMENT**

In deserving cases, particularly students receiving an external scholarships or a bank loan, the institute may permit registration with deferment of payment of fees beyond the date notified by Academic Section. Student has to submit all the relevant documents regarding scholarships/ bank loan before the last date of registration to the Admission Section. In these cases students has to submit nominal fees as per institute norms.

If a student fails to pay the fees before the declaration of results, his/her result will remain withheld and he/ she will not be in a position to register for next semester unless specifically approved by the Chairman Senate.

### **3.4 LATE SUBMISSION OF THESIS/REGISTRATION BEYOND MINIMUM DURATION**

The last date of thesis submission should be as per Academic Calendar or notification issued by the Institute. A student who is unable to submit his/ her thesis by the due date will be required to register for the next semester beyond minimum duration by submitting the full semester fee. The dissertation exam will be held in the due next semester.

### **3.5 NORMS FOR COMPLETION OF COURSE AFTER EXIT**

Full-time PG students with fellowship and self-financed are allowed to exit with following conditions:

- i. The course must be completed within the maximum period of four years for two year PG programme and six year for three year PG programme, from date of admission.
- ii. The student must clear two semesters (1st year) before leaving the Institute.
- iii. The teaching assistantship must be discontinued from the date of leaving the Institute.
- iv. The students must register regularly in all semester along with semester fee.
- v. An external guide as per Institute norms (if required) may be registered for thesis work.
- vi. The student has to submit No Objection Certificate from his/her employer at the time of registration in next semester.
- vii. If the candidate leaves the programme after two/ three Sem. for job, the minimum duration for course completion will be double of the remaining semesters respectively, with due registration.

### **3.6 NORMS FOR RE-REGISTRATION**

If a student is continuously absent for one or more semesters duly approved by the HODs, He/ She must re-register by paying additional payment as per institute norms, to the eligible semester along with the semester fee. This is applicable to those students who have cleared first year of his/ her PG Course. However, the maximum period will not be extended i.e. double the degree tenure as mentioned in Table nos. 6.1 and 6.2.

### **4.0 STUDENTS LEAVE RULES**

Students may be granted leave under sections 4.1 on his/ her applications by the Head of the Department. Student has to move his/her application through department PG Coordinator. Leave under sections 4.2 will be sanctioned by Dean (Academics) on the recommendation of HOD. Applications must be submitted well in advance of the date of commencement of the leave requested. Leave for a period longer than that specified in sections 4.1 and 4.2 may be sanctioned by Chairman

Senate on the recommendation of HOD through Dean (Academics) and it will entail loss of financial assistantship for the extended period.

#### **4.1 LEAVE FOR PG STUDENTS**

PG students shall be governed by following leave rules:

##### **4.1.1 STUDENTS WITH FELLOWSHIP**

- i. Casual Leave: 8 days per academic year (01 July - 30 June) as per MoE order F.No.17-2/2014-TS-I dated 18 Feb.2015 or any subsequent changes from time to time.
- ii. Maternity Rule: As per Government of India instructions available from time to time for female candidates in all categories.
- iii. Academic leave: For attending conference/seminar/ symposium/ field work or training programme upto a maximum of 15 days in an academic year.

##### **4.1.2 STUDENTS WITHOUT FELLOWSHIP**

Leave during semester shall be strongly discouraged for all registered students. However, only for bona fide reasons, a student may be granted authorized leave of absence by DPPC during the semester as under:

**Maximum of 15 days in an academic year on proven medical grounds**

**Maximum of 15 days in an academic year for any other valid and proven reason**

The above shall be subject to minimum requirement of attendance as prescribed by the Institute Senate from time to time.

A student who avails authorized leave of absence due to medical reasons shall be required to submit a certificate from the MANIT dispensary doctor in case the medical exigency arises during his/her stay at Bhopal.

#### **4.2 ABSENCE WITHOUT SANCTIONED LEAVE**

Absence without sanctioned leave by the students with fellowship shall entail loss of fellowship for the period of absence.

Unauthorized leave of absence from the Institute for a period exceeding 3 weeks at a stretch will result in automatic withdrawal of the student from all courses in

that semester. In such cases, the concerned teacher would need to inform the DPPC of prolonged unauthorized absenteeism of specific student. DPPC would subsequently initiate action on the concerned non-reporting student.



## **5.0 PERMISSION TO PROCEED FOR ACADEMIC ACTIVITIES**

The PG students can be permitted to proceed for academic activities outside MANIT to carry out field work, library work, computational work, experimental work, and Lab works, and also to attend conference, courses and to undertake other research work etc. as recommended by the department. Permission for a duration up to 15 days be sanctioned by the Dean (Academics) through the concerned head of the department/ center with an intimation to chairman Senate and more than 15 days by the Chairman-Senate on the recommendation of the Departmental head through Dean (Academics). Such leaves will be beyond all leaves in section 4.

## **5.1 INSTITUTE FUNDING PROVISIONS FOR ATTENDING THE CONFERENCES**

The norms for paper presentation in conference with funds from sponsored research/ consultancy projects (if available) or Institute funding are as follows:

- i. Only full-time PG students with fellowship can be considered for the reimbursement of registration fee for paper presentation in following categories of conferences:
  - a. Conferences approved by CPDA committee of the Institute.
  - b. Conferences conducted at IITs, IIMs, IISc, NITs, Institution of National Importance.
  - c. Conferences whose papers are published in SCOPUS Journals/ Web of Science.
- ii. Student can avail financial support from sponsored research/ consultancy projects of his/ her supervisor (s). In case, fund is not available for research/ conference then only, student may approach for Institute fund.
- iii. The Institute funding will have a ceiling as per institute norms.
- iv. Student will get only Travelling Allowance (TA) to travel by train up to third AC to travel in India and conference registration fee. However, fund allocation shall not cover boarding and lodging charges.
- v. The recommendation of supervisor shall include the information about his research and consultancy project and clearly mention the type of funding.
- vi. The proposal shall be recommended and forwarded by the HOD concerned

to Dean (R&C) or Dean (Academics), as the case may be.

- vii. Dean (R&C) shall further recommend and forward, if the proposal is from sponsored research/ consultancy projects, else Dean (Academic) shall further recommend for Institute funding and forward the proposal to the Director for final approval.
- viii. The issue of order and record keeping will be maintained by the Academic Section.

## **5.2 PROVISION OF FELLOWSHIP TO PG STUDENTS GOING FOR INTERNSHIP**

Students going for internship to following Organizations will be given fellowship, only if the Organization/ Institute will not provide any financial support:

### **Government Organizations:**

- i. All Indian Institutions of National Importance like IITs, NITs, IIITs, IISc, IISER, IIM, SPA or equivalent institutions.
- ii. All Foreign Institutes/ Universities appearing amongst top 500 ranks of QS World University Ranking in different disciplines, like Engineering & Technology, Natural Sciences, Arts & Humanities etc.
- iii. All Research Organizations of Ministries of Government of India, like CSIR, DRDO, ISRO etc.
- iv. All Public Sector Undertakings (PSUs) of Government of India.

### **Private Industries:**

- i. All private industries having annual turnover of more than 500 Crores.
- ii. All private industries appearing in the list of National Stock Exchange (NSE) or Bombay Stock Exchange (BSE).

## **5.3 NORMS FOR PG INTERNSHIP**

As per Annexure-1.

## 6.0 ACADEMIC REQUIREMENTS

### 6.1 NUMBER OF SEMESTER, MAXIMUM DURATION AND ACADEMIC REQUIREMENTS

The following table lists the maximum duration allowed in the programme, and credit requirement for post-graduation in various programmes. A student must complete the entire academic requirements prescribed by the institute/department/center before proceeding for the thesis/project work.

**Table 6.1:** Maximum Duration to complete the full time PG programme

Name of Programme	Number of Semester Required	Maximum Duration Allowed to complete the programme
M.Tech/ M. Plan	2 Years	4 Years
MBA		
M.Sc.		
M.A.		
MCA	3 Years	6 Years

**Table 6.2:** Maximum Duration to complete the part time PG programme

Name of Programme	Number of Semester Required	Maximum Duration Allowed to complete the programme
M.Tech./ M. Plan	3 Years	5 Years
MBA		
M.Sc.		
M.A.		
MCA	4 Years	7 Years

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 Chairman Senate on the recommendations of the HOD and Dean (Academics).

### 6.2 REQUIREMENT OF ATTENDANCE

Students are expected to attend all the classes, i.e. 100 % attendance in the class, desirable for a student to be eligible to appear for the end semester examination,

in every course in each semester. However, students may be given a concession of 25 % on account of sickness or any other genuine reason. A student shall be eligible to appear in the examination in any course if and only if he/she has attended more than 75% of the total number of classes scheduled in the course in that semester before each examination.

### 6.3 EVALUATION PROCESS

The evaluation of students in a course is a continuous process and is based on their performance in one mid-semester examination, quizzes, assignments, laboratory work (if any), end-semester examination, etc. As guidelines, the table below exhibits typical distribution of marks in a continuous evaluation process.

#### Theory paper:

End Semester Examination (Duration two hours) Maximum mark	Continuous Evaluation			Total Marks (Theory)
	Distribution	Total		
40	Assignments/Quizzes/ Surprise Test (Best of five)	30	60	100
	Mid Semester Exam (Duration one hour)	20		
	Attendance	10		

#### Practical/ Thesis/ Project/ Seminar:

End Semester Examination (Maximum marks)	Continuous Evaluation			Total Marks (Practical)
	Distribution		Total	
40	Practical records + Viva	30	60	100
	Mid-Semester Evaluation	20		

	Attendance	10		
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**Studio Based Subjects:**

End Semester Evaluation (Maximum marks)	Continuous Evaluation			Total Marks (Studio)
	Distribution		Total	
40	Continuous Evaluation	30	60	100
	Mid-Semester Evaluation	20		
	Attendance	10		

With the help of a Senate Sub-Committee, the Senate may modify the marks distribution to be normally adhered by the course coordinators from time to time. A course coordinator who wishes to differ his/her evaluation distribution shall have to make a written request elaborating the reasons within three days of the beginning of the semester to the Dean (Academic), who with the help of a Senate Sub-Committee or otherwise may approve a modified distribution for the specific subject for which the request has been made.

**a) Schedule of Examinations**

All examinations shall be usually held during the periods/days specified in the Academic Calendar. The schedule for the mid-semester examination and the end-semester examination will be declared by the respective departments.

**b) Make-up Examination**

If a student, for bona fide reasons, fails to appear in the Mid-Semester/ End Semester examination, he/ she may make a request to the concerned Course Coordinator for a make-up examination within three days of the date of the scheduled examination. Such a request must give reasons for the failure to appear in the examination with a certificate from a recognized Medical Officer of the Institute dispensary in case the failure to appear in the exam was due to illness. Such cases shall be kept in DPPC which may approve the make-up examination with due

intimation to the Dean (Academic). The make-up exam shall be held within 2-weeks of the end-semester examination. The student in such make-up examinations shall be awarded a reduced or scaled-down marks fixed by the Senate (for instance, 80% of the actual scored marks as a guideline) in order to discourage the student from deliberately missing the exams for non bona-fide reasons. Students with D and E grades may also be permitted to undertake such make-up exams. However, the make-up exams shall not be open for a student getting F grade in the regular exam since in this case, the subject would need to be necessarily repeated.

Only one make-up examination, for the mid-semester OR end-semester examination shall be allowed per course. In case of failure to appear in both mid and end semester examinations, the student shall be deemed to have withdrawn from the course and shall be awarded 'W' grade.

#### **6.4 CREDITS, GRADES, SEMESTER AND CUMULATIVE GRADE POINT AVERAGE**

At the end of the semester, a student shall be assessed and awarded grades based on their relative performance in each of his/her courses by the concerned Subject coordinator taking into account student's performance in various examinations, quizzes, assignments, laboratory work (if any), etc. The grades shall be displayed to the students and officially submitted by the concerned Subject coordinator within prescribed time-limit after the end-semester examination.

The Institute prescribes thirteen letter grades: A(+), A, B(+), B, C(+), C, D, F, I, NP, NF and W. The letter grades and their numerical equivalents on a 10-point scale (called Grade Points) are as follows:

<b>Grade</b>	<b>Points</b>	<b>Description of performance</b>
A (+)	10	Outstanding
A	9	Excellent
B (+)	8	Very Good
B	7	Good
C (+)	6	Satisfactory
C	5	Average
D (+)	4	Below Average
D	2	Marginal
F	0	Fail
I	-	Incomplete
NP	-	Audit Pass
NF	-	Audit Fail
W	-	Withdrawal

**a) Fail Grade “F”:** A student who is awarded ‘F’ grade shall have to repeat the course whenever it is offered again. Where the student is unable to repeat the course for reasons beyond his control such as the non-offering of an elective or a change of scheme, the DPPC shall replace the relevant course with its nearest equivalent for completion by the student. However, if in the repeat course or its equivalent, the student once again ends up earning ‘F’ grade, then student shall have to opt for a replacement/differing course with the approval of DPPC of the concerned department for completing the required credits.

**b) Incomplete Grade “I”:** A student may be awarded the grade ‘I’ (Incomplete) in a course if he/she has missed, for a *bona fide* reason, a minor part of the course requirement but has done satisfactorily in all other parts. An ‘I’ grade may be awarded for not appearing in Mid-Semester/End-Semester exam because of medical/unforeseen reasons and for instances of use of Unfair Means (UFM) in the exams. An ‘I’ grade shall remain a temporary grade, and must, be converted by the Subject coordinator into an appropriate letter grade and communicated to the examination section by the last date specified (usually 3 days after the make-up examination). Any ‘I’ grade still outstanding three days after the last scheduled make-up-examination shall be automatically converted into the ‘W’ grade, and the student will be deemed to have withdrawn from the course.

All instances of UFM cases shall be dealt in separately by the Senate-sub-Committee SPPC that may invite the HOD of the concerned department, Prof. I/c (Exam) of concerned department, Subject Coordinator and invigilators for helping to arrive at a decision. Depending upon the gravity of offense, the committee may recommend withdrawal from the course with grade ‘W’ / award of barely passing grade/ one-lower grade/ penalization of 5-20% marks etc. to arrive at a grade that would eventually replace the ‘I’ grade awarded earlier.

**c) Withdrawal Grade ‘W’:** A student who is deemed to have officially withdrawn from a course for which he/she had earlier registered shall be awarded a ‘W’ grade. This grade may be awarded because of reasons such as extreme shortage of attendance and/or punitive action on disciplinary ground or on ground of serious UFM practices adopted. In all such cases the student shall be deemed to have undergone a forced withdrawal from a course with a letter grade ‘W’ awarded. The student may also voluntarily choose to withdraw from a course upto until the beginning of mid-semester examination by informing

the course coordinator in writing. In case of 'W' grade, the student may have to opt to repeat the entire course whenever it is offered next time if it is a core course deemed necessary for the programme by the DPPC. Where a change of scheme occurs and the course is not offered again, the DPPC shall replace the relevant course with its nearest equivalent.

**d) 'NP/NF' grades:** A student may audit courses with the permission of the subject coordinators and the DPPC. Overall, courses worth upto 06 Credits may be audited during the stay at MANIT and this load shall be in addition to the normal academic load required in the semester. Auditing a course shall imply that the course shall not be included in the SGPA/CGPA calculations, and only Audit Pass (NP) / Audit Fail (NF) grades shall be awarded to the student.

**e) Change of Grade Already Awarded:** A letter grade once awarded shall not be changed unless a request for change is made by the subject coordinator of the course and the same is approved by Chairman, Senate on grounds of serious discrepancy on the part of the course coordinator in the award of grade. Any such request for change of grade must, however, be made within four weeks of the start of next-semester in the prescribed form with all relevant records placed for justification.

## **6.5 COMPUTATION OF THE SEMESTER GRADE POINT AVERAGE (SGPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)**

**6.5.1 SEMESTER GRADE POINT AVERAGE (SGPA):** The Semester Grade Point Average (SGPA) is a weighted average of the grade points earned by a student in all the courses credited and describes his/her academic performance in a semester.

$$SGPA = \frac{\sum_{Semester} (Course\ credits \times Grade\ point)}{\sum_{Semester} (Course\ credits)}$$

**6.5.2 CUMULATIVE GRADE POINT AVERAGE (CGPA) -** The Cumulative Grade Point Average (CGPA) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester. It is computed in the same manner as the SGPA, considering all the courses, and is given by

$$CGPA = \frac{\sum_{All\ Semesters} (Course\ credits \times Grade\ point)}{\sum_{All\ Semesters} (Course\ credits)}$$



Whenever a student is permitted to repeat or substitute a course, the new letter grade shall replace the old letter grade in the computation of the CGPA, but both the grades shall appear on his/her Grade Report.

**The percentage formula may be taken as:**

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

First Division, if  $\text{CGPA} \geq 6.5$

Second Division, if CGPA less than 6.5 and pass in the programme.

## **6.6 ACADEMIC PERFORMANCE REQUIREMENT**

### **6.6.1 DEFICIENT ACADEMIC PERFORMANCE**

A deficient student having SGPA of less than 5.5, may be placed on Warning.

### **6.6.2 WARNING**

A deficient student shall be placed on 'warning' with a letter to the effect issued by the Dean (Academic) to the student, a copy of which shall be sent to his/her parents/guardian. Such a student would be required to sign an undertaking incorporating the following terms and conditions:

- i) His/Her academic load may be reduced by at least one course,
- ii) He/She shall obtain a minimum SGPA of 5.5 in the succeeding semester
- iii) He/She shall not hold any office in the Hostels, Students Council or any other organization/body during academic probation.
- iv) Any other term/condition as laid down by Senate.

The parents/guardian will be required to countersign the undertaking.

### **6.6.3 PROVISION FOR IMPROVEMENT IN CGPA**

Any candidate shall have to appear in the improvement examination for the courses whenever it is offered till he gets a CGPA of 5.5 within the maximum permissible period.

## **6.7 AWARD OF DEGREE**

Any candidate who completes all the above academic requirements shall be awarded the respective PG degree in the convocation of the institute.

### **6.7.1 PROVISIONAL DEGREE**

All the candidates who have completed all the academic requirements shall get a provisional degree on the submission of no dues certificate to the academic section.

This provisional degree shall be valid till the convocation of the respective batch.

### **6.7.2 RANK CERTIFICATE/MEDAL/MERIT CERTIFICATE**

The candidates who have completed all the semesters without any backlog and within the minimum stipulated time shall be considered for rank certificate/medal/merit certificate as per their CGPA.

## **7.0 VARIOUS COMMITTEES**

### **7.1. SENATE**

The Senate of MANIT Bhopal is the apex academic body set up under the NIT's ACT 2007, and deals with all academic matters governing the Institute. The Senate controls, regulates, and maintains the standards of instructions, education, and examination in the Institute and exercises such other powers and performs such other duties as may be conferred or imposed upon it by the NIT Statues. The Director of the Institute acts as the ex-officio Chairman of the Senate.

The Senate of MANIT Bhopal conducts itself through specific Senate Sub-committees set-up by the Chairman Senate from time to time.

### **7.2. DISCIPLINARY/GRIEVANCE COMMITTEE**

- i. An academic grievance committee is constituted for the smooth functioning of all the post graduate programs of the institute and it consists of the following members:

<b>Dean (Academics)</b>	<b>Chairman</b>
<b>Dean (Student Welfare)</b>	<b>Member</b>
<b>PIC Exam</b>	<b>Member</b>
<b>Concerned Warden(s)</b>	<b>Member</b>
<b>Proctor(s)</b>	<b>Member</b>
<b>Associate Dean (PG and Research)</b>	<b>Member</b>
<b>Concerned HOD</b>	<b>Convener</b>

The above committee will deal with all the PG students academic matters/grievances related to attendance, academics etc., problems in the PG programme. The committee will meet as and when necessary, and send the recommendations to the Chairman senate for final approval and action.

- ii. Although all PG students residing in the hostels or outside hostels are expected to maintain the decorum and harmony of the hostels and campus community to the best of their behavior, a disciplinary committee will be constituted for the smooth running of the hostel life of all PG students in the MANIT campus. This committee consists of the following members.

<b>Dean (Student Welfare)</b>	<b>Chairman</b>
<b>Dean (Academics)</b>	<b>Member</b>
<b>PIC Exam</b>	<b>Member</b>
<b>Proctor(s)</b>	<b>Member</b>
<b>Concerned HOD</b>	<b>Member</b>
<b>Chairman (COW)</b>	<b>Member</b>
<b>Concerned Warden(s)</b>	<b>Member</b>
<b>Concerned Chief Warden</b>	<b>Convener</b>

The above committee will be dealing with all the administrative/ disciplinary matters related to the PG students living in and out of institute hostels. The committee will meet as and when necessary and send the recommendation to the chairman senate for final approval and action.

### **7.3 DEPARTMENTAL POST-GRADUATE PROGRAMME COMMITTEE (DPPC):**

1	Chairman	HOD of concerned department
2	Members	Two Professors, One Associate Professor and One Assistant Professor form the Department/ Centre. In case of lack of member at a particular cadre, the same may be opted from the other cadre. In case the quorum is not available in the parent department, the members can be opted from other department/ Centre.

		One Professor/ Associate Professor from other department. Two student representatives (preferably one male and one female student, from two different batches of the PG programme, except the first and the final year) nominated by the HOD.
3	Convenor	A member of DPPC nominated by concerned HOD.

### **Responsibilities of DPPC:**

The Departmental Post-Graduate Programme Committee (DPPC) is responsible for the following:

- i. Supervision and conduct of lecture, tutorial and practical classes.
- ii. Supervision and conduct of midterm exam, class tests, quizzes, practical tests, end semester examination, thesis work, seminar and project presentation and ensuring its quality.
- iii. Monitoring of quality of instructions to students.
- iv. Appointment of supervisors of PG Candidates.
- v. Admission related matters in PG programmes at departmental level.
- vi. Monitoring the quality of research.
- vii. Proposing and implementing new courses and programmes as approved by Senate/ BOG.
- viii. Recommending for release/ continuation of Teaching Assistantship on monthly basis.
- ix. Attending to the problems of students and advising, counseling them in academic matters.
- x. To recommend the cases of PG students for continuation/ extension/ termination/ cancellation of programme
- xi. Acting as Student Grievance Committee for PG students at department level.
- xii. Any other work assigned to it by Dean (Academics)/ Senate.

The DPPC is expected to have its meeting regularly and to keep record of its decisions.

### **7.4. SENATE POST-GRADUATE PROGRAMME COMMITTEE (SPPC)**

The Senate Post-Graduate Programme Committee (SPPC) shall act as Senate subcommittee to address and resolve academic matters related to PG programmes, forwarded by DPPC (if

not resolved at the level of DPPC).

1.	Chairman	Dean (Academic)
2.	Members	DPPC of all the Departments offering PG programmes.  Two PG student representatives (preferably one male and one female student from pre-final year) nominated by Dean Academic
3.	Convenor	Associate Dean (PG)

### 7.5 BOARD OF ACADEMICS (BOAC)

The BOAC is constituted for every Department/Centre with Dean (Academic) acting as the Chairperson and the HOD of the relevant department/center acting as the Convenor. The BOAC shall have external and internal members nominated by the Chairman Senate as per the norms laid down by the Senate from time to time. Typical constitution of the BOAC shall be as per the following

- Dean Academic (Chairperson)
- Head of the Department/Centre (Convenor)
- One External Academic expert from Institution of National Importance, preferably IITs
- One External Industry/National Research Laboratory expert
- One Distinguished alumni of the concerned discipline
- One Professor, One Associate Professor and One Assistant Professor of the concerned Department/Centre.

Panel of at least three persons in each category of Experts have to be sent to office of Dean Academic, so that one person from each category may be approved by the competent authority.

The BOAC will have the following roles:

- Revision, modification, and vetting of the Scheme and Syllabus related to department.
- Addition, deletion, and renaming of courses and electives
- Proposing new programmes or closing the existing programmes within the

department.

- Any other relevant academic matter.

The HOD shall ensure thorough discussion and consensus on the agenda of BOAC in a Department faculty meeting before taking the matter on the agenda of the BOAC.

## **8.0 CODE OF CONDUCT AND DISCIPLINE**

### **8.1 CONDUCT AND DISCIPLINE**

With a view to keep the reputation & image of Institute, the students are required to maintain discipline in the campus and as require to;

- i. Show due respect to their teacher, wardens and staff of hostel and show proper courtesy to other members of the staff of Institute.
- ii. Maintain good rapport and friendly relationship with fellow students.
- iii. Behave affectionately with the new students every year.
- iv. Do not indulge in any acts of ragging. Ragging in any form is banned by law.
- v. Act of physical or mental harassment to junior students individually or in group, is considered as an Act of ragging and calls for strict disciplinary actions including expulsion from the Institute and police action.
- vi. Hon'ble Supreme Court decisions on ragging and subsequent direction from UGC are to be strictly adhered to.

### **8.2 ACTS OF MISCONDUCT AND INDISCIPLINE**

- i. Disregard of orders and instructions of the members of the institute staff.
- ii. Noisy, boisterous, disorderly and obnoxious behavior.
- iii. Irregular attendance and unauthorized absence from classes and hostels.
- iv. Lack of punctuality in attendance, nonpayment of institute dues, in other matters where dates and time for any duty, functioning or obligation are prescribed.
- v. Persistent neglect of studies including mass absenteeism and inciting the mass absenteeism.
- vi. Recourse to unfair means in test and examination.
- vii. Negligence, use of false, fraudulent statement or acts.
- viii. Taking part in strikes.

- ix.** Failure to produce identity card on demand by member of staff, warden, prefect etc. at any time and place within the institute, hostel and town.
- x.** Non-sportsman like behavior during indoor/outdoor games.
- xi.** Displaying lack of courtesy and decorum, resorting to indecent behavior anywhere within or outside the campus.
- xii.** Any act of damaging the image & reputation of the Institute.
- xiii.** Willfully damaging or stealthily removing any property belonging to institute hostels or of fellow students.
- xiv.** Possession, consumption or distribution of narcotic products and alcoholic drinks or harmful drugs, smoking etc.
- xv.** Possession of fire arms or lethal weapons in the institute premises/hostels, examination hall etc.
- xvi.** Organizing or participation in any group activity expects purely academic and scientific programmers, in company with others in or outside the campus without prior permission of the appropriate authority.
- xvii.** Indulgence in any kind of political activity including displaying posters or placards of political parties within the institute premises.
- xviii.** Addressing the press without permission.
- xix.** Forming society/ association/ organization without permission of appropriate authority.
- xx.** Inviting any outsider of conduct a meeting without permission of the appropriate authority.
- xxi.** Involvement in agitation of any kind which may lead to breach of peace.
- xxii.** Interference with the institute administration.
- xxiii.** Damaging fauna and flora in the campus.
- xxiv.** Indulging in any other acts which the authority feels as breach of discipline.

### **8.3 IN ADDITION, THE STUDENT SHALL OBSERVE THE FOLLOWING**

- i.** Student during training in industry must confirm to industrial discipline and follow factory rules in regard to attendance, holiday, timings & code etc.
- ii.** Student shall be responsible for all books, apparatus tools, instruments, material etc. issued to them.

- iii. Student shall observe all safety precautions. The institute is not responsible for accidents in the institute, hostel, workshop, laboratory and playground.
- iv. A student who is found to have committed any act of indiscipline is liable to any one or more of the following punishments.

(i) Warning (ii) Censure (iii) Fine (iv) Reduction/ Cancellation of scholarship/stipend/Fellowship (v) Recovery in part or full of losses or damages to the institute property or property of others caused by the delinquent student (vi) Suspension from availing of any other caused by the delinquent student (vii) Suspension from availing of any of the Institute amenities and services or from class (viii) Removal, rustication or expulsion from the institute or hostel (ix) Withholding of character certificate. Ragging of juniors students will invariably lead to expulsion from the institute.

No post in Student Council/ Association/ Hostel committees, No privilege for Value Education etc. No permission for attending conferences, No recommendations, No option to revise grades, review and debarring from campus interviews, deduction of marks of innovates works/General Proficiency, informing prospective employers, debarring from attending convocation. The students will have opportunity through NCC/NSS/Sports to improve their behavior/discipline. The punishments are liable to be inflicted at the discretion of Director whose decision shall be final.

- v. Students are required to attend not less than 75% of lectures and tutorials etc. in each subject and to complete 75% of practical work in practical subjects in order to qualify for appearing at the End Term Examination.
- vi. Students who wish to take leave must send application in writing duly countersigned by their parents or their tutor guardians or Hostel Warden to the institute office; at least two days before the date on which they wish to proceed on leave, except in case of emergency.

#### **8.4 RAGGING OF JUNIOR STUDENTS**

As per the decision of the Hon'ble Supreme Court vide Writ Petition (Civil) No. 656 of 1998, Ragging is an undesirable Social Offence which is totally banned in the Institute,, Broadly speaking ragging is: Any disorderly conduct whether by words



spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or junior student or asking the student to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

Any act of physical and mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.”

The following could be possible punishments as per the decision of the Hon’ble Supreme Court.

- i. Cancellation of admission.
- ii. Suspension from attending classes.
- iii. Withholding/ withdrawing scholarship/ fellowship or other benefits.
- iv. Debarring from appearing in test/ examination or other evaluation process.
- v. Withholding results.
- vi. Debarring from representing the institution in any national or international meet, tournament, youth festival etc.
- vii. Suspension/ expulsion from the hostel.
- viii. Rustication from the institution for periods varying from I to IV semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution.
- x. Fine as per Government Norms prevailing from time to time.
- xi. Rigorous imprisonment as per Government Norms prevailing from time to time.

## **9.0 PG THESIS/ PROJECT**

### **9.1 SUPERVISOR(S) SELECTION**

Any PG student, who has completed all the academic requirements as prescribed by the institute, can proceed to select a thesis/project supervisor(s) from the research area in which he/ she is interested to work in his parent department. A student can also choose the thesis supervisor from other departments of the institute, if the chosen supervisor has the same working area in which the student is interested. For this due permission should be taken from the Dean (Academics), through head of the parent department of the student. The same procedure should be adopted if a student is choosing the supervisor from any other academic institute (NOT below the level of NITs)/ Industries/ Research Organizations. In case a thesis supervisor leaves the institute permanently for more than three months before the completion the thesis, a student can choose other supervisor with consultation of the Department Post-Graduation Programme Committee (DPPC) and HOD with the intimation to Dean (Academics).

## **9.2 THESIS/ PROJECT WRITING AND SUBMISSION**

A PG student who has completed all the necessary work of the thesis/ project to the satisfaction of the concerned supervisor(s), may write his/ her thesis/ project report in the prescribed format and must submit the same in the academic section, with the clearance of all dues, before the last date specified by the Institute Failing which he/she will have to pay the fee as indicated in section 3.5. The thesis must be soft bounded with blue color cover page, and must be certified by the concerned supervisor(s) that the required work was done under his/ her/ their supervision, and there is no duplication of the work. The thesis/ project report should be arranged in following manner and should strictly be followed.

- i. Cover page with blue color hard paper followed by white paper having the cover page items.
- ii. Certificate by supervisor(s) in the format specified by the institute
- iii. Acknowledgement by candidate.
- iv. Preface/Abstract (both in Hindi and English)
- v. Table of Contents
- vi. Chapters of the thesis both side printing
- vii. Fonts- Times new roman, Size - 12 Point, Line Space – 1.5

- viii. Appendices, if any
- ix. List of Publications, if any.
- x. References.
- xi. Plagiarism report

**The details about the PG thesis format will be available on the institute website.**

### **9.3 THESIS/ PROJECT ORAL EXAMINATION COMMITTEE**

- i. The thesis/ project will be examined by an oral examination board formed by the thesis supervisor(s), in consultation with the Head of the Department. It must be recommended by the DPPC and approved by the Chairman senate.
- ii. The committee shall consist of the thesis supervisor(s), at least one member from outside the department or outside the institute and a member from the concerned department (preferably for a group of five students). The head of the department or person deputed by the head of the department will act as the Convener of the Committee.
- iii. In addition to these board members any thesis/ project oral examination/ defense must be open to those all who are interested to be the part of the same. A notice regarding thesis defense should be placed on notice boards before one week of its schedule clearly indicating the date, time and venue. Except in some exceptional cases normally the thesis defense will not be on any holiday including Saturday and Sunday.

### **9.4 USE OF UNFAIR MEANS/ COPYING OF THESIS**

- i. Use of unfair means in any examination of the institute is strictly prohibited and is considered as a serious offense. If any such matter is reported by an invigilator, the grievance committee given in Section 7 will recommend any one of the following punishments based on the written report of the invigilator, relevant papers etc. The disciplinary committee will use its own discretion for all the points of category/punishment not covered in the following table.

Category	UFM Type	Punishment
A	During the course of any examination if	Examination of that theory

	any book or written paper related to the examination is found with the candidate.	paper of the candidate will be cancelled.
<b>B</b>	If a candidate leaves the examination hall finally without handing over the answer book to the invigilator or smuggles in an answer book or replaces the continuation sheet during or after the examination.	
<b>C</b>	Getting impersonated by any other person or refuses to hand over the materials used for copying or destroyed the proofs or refuses to sign on UFM Performa all such candidates will be put under this category.	Present examination will be cancelled in full and the student will be Debarred from appearing in the next examination and therefore the candidate cannot be Admitted in next coming semester exams.
<b>D</b>	If a candidate tries to disrupt or actually disrupts the examination or tries to forcefully obstructs the others not to appear in the examination.	Present examination will be cancelled in full and the candidate will be Debarred for next two examinations.

- ii. Copying of the thesis from any source at any stage is strictly prohibited and is treated as a criminal offense. If any candidate is found guilty in this offense at any stage of the programme, his/her thesis liable to be cancelled after a due departmental enquiry set up by the Chairman Senate for the same. The Chairman senate is empowered to take any decision on such matters including the termination of the programme of candidate.

#### **10.0 Special Provision for students with specific learning disabilities (SLD)**

- i. Flexible options shall be provided to complete the PG degree at a comfortable pace while allowing for additional semesters to meet the degree credits.

- ii. Individual learning plans shall be created for these students and course load & credit requirements for each semester shall be recommended for individual students.
- iii. Special assistive technologies, reasonable accommodation and any other specific help shall be provided to these students during the course work and examinations.

#### **11.0 RIGHT TO AMEND AND INTERPRET**

In case the provisions of this Ordinance need urgent revision or amendment for smooth conduction of academic requirements, the same can be done by Chairman Senate, whose decision shall be ratified in the subsequent senate meeting.

In case of difference of opinion in understanding/interpretation of any rule/regulation, the decision of the Chairman, Senate shall be final and binding.

Notwithstanding anything contained in this ordinance, the Senate of MANIT Bhopal reserves the right to amend and revise without notice the procedures, requirements, and rules pertaining to its postgraduate programmes at any point of time it deems fit.