

Indian Institute of Information Technology Ranchi
भारतीय सूचना प्रौद्योगिकी संस्थान राँची
(An Institution of National Importance under MoE (formerly
MHRD), Govt. of India)



RULES AND REGULATIONS

**Master of Technology (M.Tech.)
Programme**

ORDINANCES

- 1) Eligibility for admission, admission policy and procedure shall be decided from time to time by the Board of Governors (BOG) of the Institute, following guidelines issued by MHRD, Government of India.
- 2) The duration of the M. Tech. programme will normally be of 4 semesters.
- 3) Award of M. Tech. degree shall be in accordance with the regulations of the Senate of the Institute.
- 4) Notwithstanding any that are stated in the regulations, the Senate has the right to modify any of those from time to time.
- 5) All M. Tech. programmes offered by the Institute shall be governed by the M. Tech Rules and Regulations.

RULES AND REGULATIONS

1. Admission

- 1.1** Admission to all courses is made in the ODD semester of an academic year at the first-year level based on relative performance in Graduate Aptitude Test for Engineering (GATE) and/or Written Test (conducted by institute at national level) in relevant discipline as per guidelines issued by the Ministry of Education (MoE) (formerly Ministry of Human Resources and Development (MHRD)), Government of India, from time to time.
- 1.2** For admission in Sponsored category/Quality improvement programme, applicant must be a regular employee of the sponsoring organization. The minimum educational qualification for the admission is a B.Tech/BE degree with a consistently good academic record in relevant discipline. The Institute does not provide any assistantship to such a student. In addition, no objection certificate from the employer should be produced during the admission.
- 1.3** The number of seats in each branch of the M. Tech. programme is decided by the Senate of the Institute following the instructions from MoE, Government of India. Reservation of seats is made as per the directives from MoE.
- 1.4** At the time of admission, the candidates should have passed/ awaiting results of the final examination of the qualifying degree in relevant discipline as main subjects of study.
- 1.5** Candidates have to fulfill the medical standards required for admission as per rules set up by Institute or guidelines issued by the MoE from time to time.
- 1.6** The selected candidates will be admitted to the M. Tech. programme after due admission process.
- 1.7** In all matters relating to admission to the M. Tech. programme, the decision of the committee constituted by the competent authority recommend to Chairperson of the Senate. Decision of Chairperson shall be final.
- 1.8** If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the Institute, the committee constituted by competent authority may revoke the admission of the candidate and report the matter to the Senate.

2. Structure of the M. Tech. Programme

- 2.1** The medium of instruction, examination and project reports will be English.
- 2.2** Postgraduate (M.Tech Degree) programmes may be offered after approval of the senate.
- 2.3** For each programme the curriculum will be decided by Board of Course Studies (BoCS) and approved by senate and Board of Governors (BoG)

3. Registration & Enrolment

- 3.1** Students are allowed to pre-register for the elective courses to facilitate the selection of suitable electives from the set of electives that the respective department is ready to offer in the ensuing semester.
- 3.2** For all the admitted students, registration is mandatory for all the semesters and enrolment will be done in the beginning of the semester as per the schedule announced by the Academic section.
- 3.3** A student will be eligible for enrolment only if he/she clears the previous semester. Maximum of two backlogs will be allowed per semester. Additionally,
 - (i) he/she has cleared all dues in the Institute, Hostel and Library up to the end of the previous semester and
 - (ii) he/she is not debarred from enrolment by a disciplinary action of the Institute.
- 3.4** Students are required to submit registration form duly filled in, in consultation with his/her

faculty adviser.

4. Online Course/Programme

- i) Online courses such as NPTEL, MOOCs, SWAYAM, Coursera, EDX etc. may be offered as an elective course in M.Tech programme for each of the branch.
- ii) The courses offered and credits earned will be decided by the committee constituted by competent authority.
- iii) Procedure of evaluation and attendance requirements are as per Institute norms and curriculum.

5. Dissertation Advisor

5.1 Each of the students in the M.Tech. program shall have a dissertation Advisor.

5.2 The student should choose the dissertation advisor not beyond the end of the second semester.

5.3 In case of change of dissertation Advisor is warranted, it should be brought to the notice of concerned dissertation Advisor and the committee constituted by competent authority.

6. Discipline

6.1 Every student is expected to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which will tend to bring down the dignity of the Institute.

6.2 Any act of indiscipline including any act of ragging of a student reported to the Faculty Advisor/Warden will be referred to Disciplinary Committee (DisCo) constituted by the Senate. The Committee will enquire into the charges and decide suitable punishment if the charges are substantiated.

6.3 The student may appeal to the Chairperson, Senate whose decision will be final. The committee constituted by the competent authority will report the action taken at the next meeting of the Senate.

7. Attendance

7.1 Every faculty member engaging lecture shall record attendance on all days of instruction. The faculty of the course is required to finalize the attendance on the last instructional day of the course in the semester.

7.2 The percentage of attendance calculated on the last instructional day will be reported to the committee constituted by the competent authority.

7.3 A student whose attendance is less than 75% for a course may not eligible to appear for the end-term examination for that course.

7.4 The details of all students who have attendance less than 75% in a course will be announced by the faculty in the respective subject/course. These details will be sent to the concerned committee constituted by the competent authority.

7.5 Those who have 75% or more attendance for the period other than their medical leave be considered for condonation of shortage of attendance, provided, the overall attendance in the course including the period of illness does not fall below 70%. Application for condonation recommended by the Faculty Advisor, concerned faculty is to be submitted to the committee constituted by the competent authority on or before the last instructional day of the semester. The committee constituted by the competent authority, depending on the merit of the case may permit the student to appear for the end semester exam. A student will be eligible for this concession at most in two semesters during the entire degree programme. Application for medical leave, supported by medical certificate with endorsement by the Institute Medical Officer (IMO) or equivalent, should reach the Faculty

Advisor within seven days after returning from leave or, on or before the last instructional day of the semester, whichever is earlier.

- 7.6** Students who are involved in extra-curricular activities, and those who represent the Institute in Sports & Games, Cultural Festivals, and Technical Festivals *outside the Institute*, should take prior approval from the Faculty Advisor. As an incentive to those, relaxation is provided such that their attendance should not fall below 70%. Additionally, specific to the nature of the activity, a prior approval in writing needs to be taken from the following, citing reasons for absence, from concerned Faculty Advisor and/or Faculty coordinator of the event - Technical Paper presentation/Attending Technical Festival. All such applications for the condonation should be recommended and forwarded to committee constituted by the competent authority within seven instructional days after the programme/activity.

8. Evaluation Method

- 8.1** For lecture or lecture cum practical courses, a minimum of two tests will be conducted. The details of weightage of marks for the tests and assignments will be decided by the course coordinator in consultation with the Faculty Advisor. These details will be announced to the students in the beginning of the semester. The committee constituted by the competent authority should be informed of these details in the beginning of the semester. For laboratory practical, the Faculty of the laboratory decides the number of tests.
- 8.2** For all Lecture based courses, mid-term exam (30%) and internal evaluation through class tests/assignments/quizzes, etc (20%), together carry 50% weightage and the End-term examination carries 50% weightage.
- 8.3** For laboratory practical, internal assessment (60%) and end term assessment (40%) is applicable.

9. Examination

- 9.1** There will be one mid-term examination of *two hours* duration (of 60 marks) on each lecture based or lecture cum practical course. There will be one End-term examination of *three hours duration (of 100 marks)* on each lecture based or lecture cum practical course.

10. M.Tech. Dissertation Evaluation

- 10.1** The M.Tech. Dissertation work is done in the last year of the postgraduate programme and is divided into two stages. Normally the first stage is done in ODD semester and the second stage in subsequent EVEN semester. Through the dissertation work, the student has to exhibit depth in terms of engineering or technological innovation or research ability to solve the contemporary problem. On completion of the work, the student will submit a project report that will be evaluated by duly appointed examiners. The panel of examiners should be finalized by committee constituted by the competent authority in consultation with all faculty members of the concerned department. The dissertation evaluation will be based on the evaluation of panel examiners. Suitable weightage must be given to the qualitative and quantitative results of the project and evaluated by a viva-voce exam.
- 10.2** After one year of admission if student is getting job in regular position at any organization/industry/R&D labs, then relaxation of one year may be given to that student for the dissertation submission after approval of competent authority. However, Institute fee should be paid during this period.

11. Grading

- 11.1** The faculty will return evaluated assignments, tutorials, term papers, etc., within two weeks after the respective test/examination.
- 11.2** Only the final grades (after approval by Faculty Advisor) and attendance of all the students should be communicated by the Faculty of the courses. Students may seek clarification regarding grades etc., from the concerned Course coordinator, if required.
- 11.3** The committee constituted by the competent authority will be convened within ten days after the last day of the end-term examination. The letter grades to be awarded to the students for different subjects will be finalized at the meeting.
- 11.4** Based on the relative performance, each student is awarded a final letter grade in each course. The letter grades and the grade points are as follows:
- 11.5** IIITR follows a relative grading system:
- (i) O Grade for OUTSTANDING students. Maximum up to 15% of the students may be awarded this Grade.
 - (ii) A Grade for VERY GOOD students. Maximum up to 25% of the students should be awarded this Grade.
 - (iii) B Grade for GOOD Performance. Maximum up to 30% of the students may be awarded this Grade.
 - (iv) C Grade for AVERAGE performance. 20% of the students may be awarded this Grade.
 - (v) D Grade for SATISFACTORY students. Maximum up to 10% of the students may be awarded these Grades.
 - (vi) P Grade for PASS performance. Students with poor performance may be awarded this grade.
 - (vii) F stands for FAIL. May be awarded if the performance of the student is below all the above categories.
 - (viii) I stand for INCOMPLETE on grounds related to Medical/Natural calamities. The students may be given another chance to appear in the examination without degradation.
 - (ix) ABS stand for ABSENT in the examination.
- The above eight letter grades, their descriptions, and the numerical grade points on a 10 point scale (known as Grade Points) are given in the following table:

Grade	Description	Weight (<i>g</i>)
O	Outstanding	10
A	Very Good	9
B	Good	8
C	Average	7
D	Satisfactory	6
P	Pass	5
F	Fail	0
I	Incomplete	0
ABS	Absent	0

Grade	Marks Description (Out of 100)
O	90 - 100
A	80 - 89
B	70 - 79
C	60 - 69
D	50 - 59
P	35 - 49
F	below 35

11.6 Semester Grade Point Average (SGPA)

The semester grade point average is the weighted average of the grade points earned by a student in all the courses credited and describes his/her performance in a semester. If the grade points associated with the letter grades awarded to a student are $g_1, g_2, g_3, g_4, \dots, g_n$ in all courses and the corresponding credits are $c_1, c_2, c_3, c_4, \dots, c_n$ the SGPA is given by:

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

Also, whenever a student is permitted to appear in a back paper, the new letter grade replaces the old letter grade in the computation of the SGPA.

11.7 Cumulative Grade Point Average (CGPA)

The cumulative grade point average 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 CGPA considering all the courses say k , over all the previous semesters, and is given by:

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

When a student gets the grade 'F' in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only 'zero point' for each such 'F' grade. After the 'F' grade(s) has/have been substituted by better grades during a subsequent semester, the SGPA and the CGPA of all the semesters, starting from the earliest semester in which the 'F' grade has been updated, will be recomputed to take this change of grade into account.

Note: *SGPA and CGPA should be corrected up to two decimal places.*

12.8 Conversion formula to obtain percentage from CGPA is as follows.

$$\text{Percentage} = (CGPA) \times 10.$$

12. Declaration of Results

12.1 A course instructor should show the evaluated answer scripts before grading. The limit fixed for such a disclosure is five days before the last date for receiving grades in the Exam Cell.

12.2 The necessary number of result sheets for the respective course containing the final grade should be submitted to the concerned committee constituted by the competent authority. After finalization of the grades at the meeting, hard and soft copies of consolidated grades will be forwarded by the Faculty Advisor to the Exam cell.

12.3 Once grades are published, changes if any, will be allowed in case of tabulation errors only. A request for re-tabulation can be made by student to the course faculty within 2 days of result publication. A request for changes in grade due to tabulation errors (if any) can be made by the teacher of the course, by forwarding the request through the Faculty Advisor to Exam cell.

13. Repetition of a Course

13.1 A student who was awarded 'F' or 'I' or 'ABS' grade in a course has to repeat it compulsorily when it is offered next. However, a student if he/she is awarded 'F' or 'I' or 'ABS' grade in an elective course can choose a different elective.

14. Grade Card

14.1 The Grade Card issued at the end of each semester to students, will contain the following:

- a) the code, title, credit and category of each course registered in the semester,
- b) the letter grade obtained,
- c) the total number of credits earned by the student up to the end of that semester in each category and grand total, and
- d) SGPA and CGPA.

15. Awards:

15.1 In order to encourage academic excellence, an Institute level award is constituted for the Best outgoing student based on recommendations made by Faculty Advisor to the Director through the committee constituted by competent authority. Additionally, department wise merit certificates and medals will be awarded based on approval of Director in consultation with the committee constituted by competent authority. The decisions will be reviewed and need to be approved by Chairperson, Senate and BoG.

16. Financial Assistance

16.1 All the admitted students through GATE score (other than the non-GATE and sponsored candidates) to the various M.Tech. programmes are eligible for financial assistance in the form of Teaching Assistance (TA) during their studentship according to the Institute's rule, duly approved by the Senate according to the guidelines from, MoE, Government of India, time to time. However, decision of Chairperson, Senate regrading offer and not to offer financial assistance to the admitted student shall final.

16.2 All the students getting financial assistance are required to put a minimum of eight (8) hours per week during the period of assistantship.

16.3 The duration of the assistantship is at most for 24 months or as per guidelines of MoE.

16.4 For the continuation of Scholarship, a minimum CGPA of 7.5 is required for each semester.

16.5 The assistantship will be renewed every semester on the recommendation of the committee constituted by competent authority.

17. Eligibility for the Award of M. Tech. Degree

17.1 A student will be declared to be eligible for the award of the M.Tech. Degree if he/she has-

- i) Registered and successfully credited all the core courses including Dissertation work with a minimum CGPA of 5.5 in 10 grade scale for the entire programme.
- ii) Successfully acquired the credits in the different categories as specified in the curriculum corresponding to the discipline of his/her study within the stipulated time,

- iii) Has no dues with any sections of the Institute including hostels, library etc.
- iv) Has no pending disciplinary action against him/her.
The award of the degree must be recommended by the Senate and approved by the Board of Governors of the Institute.

18. Leaves

18.1 The number of leaves will be as per the guidelines of MoE, Govt. of India.

19. Delegation of Power

19.1 Notwithstanding all that has been stated above, the right to modify M.Tech rules and regulations as and when required, is delegated to Chairperson, Senate. The modifications are to be ratified in the sub-sequent Senate meeting.