

**RULES AND REGULATIONS**

**FOR**

**POSTGRADUATE PROGRAMS**

**(M.Tech. & M.Sc.)**

**JUNE 2019**



**NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM**

## Amendments

### RULES AND REGULATIONS FOR POSTGRADUATE PROGRAMS

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**GLOSSARY/ABBREVIATION**

<b>APEC</b>	<b>Academic Performance Evaluation Committee</b>
<b>BOG</b>	<b>Board of Governors</b>
<b>CCMT</b>	<b>Centralized Counseling for M.Tech/M.Des./M.Plan./M.Arch</b>
<b>CCMN</b>	<b>Centralized Counseling for M.Sc. in NITs</b>
<b>IAT</b>	<b>Institute Admission Test</b>
<b>SGPA</b>	<b>Semester Grade Point Average</b>
<b>CGPA</b>	<b>Cumulative Grade Point Average</b>
<b>Dean SW</b>	<b>Dean Student Welfare</b>
<b>HOD</b>	<b>Head of the Department</b>
<b>DASA</b>	<b>Direct Admission Students Abroad</b>
<b>GATE</b>	<b>Graduate Aptitude Test in Engineering</b>
<b>SPGB</b>	<b>Senate Postgraduate Board</b>
<b>SUGB</b>	<b>Senate Undergraduate Board</b>
<b>DUGC</b>	<b>Departmental Undergraduate Committee</b>
<b>DPGC</b>	<b>Departmental Postgraduate Committee</b>
<b>JAM</b>	<b>Joint Admission Test for M.Sc.</b>
<b>MOE</b>	<b>Ministry of Education</b>
<b>SSC</b>	<b>Senate Standing Committee</b>
<b>UG</b>	<b>Undergraduate</b>
<b>PG</b>	<b>Postgraduate</b>
<b>SC</b>	<b>Scheduled Caste</b>
<b>ST</b>	<b>Scheduled Tribe</b>
<b>OBC (NCL)</b>	<b>Other Backward Class (Non-Creamy Layer)</b>
<b>PWD</b>	<b>Persons with Disabilities</b>
<b>EWS</b>	<b>Economically Weaker Section</b>
<b>Applicant</b>	<b>An individual who applies for admission to any Postgraduate (PG) Program of the Institute.</b>
<b>Council</b>	<b>NIT Council</b>
<b>Course</b>	<b>A Curricular component identified by a designated code number and a title.</b>
<b>Course Coordinator</b>	<b>The faculty member who shall have full responsibility for the course, coordinating work of other Course Instructors/faculty member(s) involved in that course, including examinations and the award of grades.</b>
<b>Course Instructor</b>	<b>The faculty member(s) who shall be conducting the course, and assisting the Course Coordinator in conducting examinations and the compilation of grades.</b>
<b>Degree</b>	<b>Master degree (M.Tech. / M.Sc.)</b>
<b>Direct Admission</b>	<b>Student who is admitted directly through DASA in M.Tech./M.Sc.</b>
<b>Exchange Student</b>	<b>A student who is registered for a degree in a recognized Institution/University in India or abroad and is officially sponsored/permitted by his/her parent institute to undertake academic programs and avail facilities.</b>

<b>Institute</b>	<b>Institute shall mean the National Institute of Technology Sikkim.</b>
<b>Faculty Advisor</b>	<b>A teacher nominated by the Department to advise a student on the courses to be taken by him/her and other matters related to the academic program.</b>
<b>Senate</b>	<b>Senate is an apex body for formulating the academic policy at Institute</b>
<b>Student</b>	<b>A student registered for any program of study offered by the Institute.</b>
<b>Scheme of Examination</b>	<b>The scheme of teaching and examination for any program of study as approved by the Senate.</b>

## 1. Introduction

National Institute of Technology Sikkim is one of the 31 National Institutes of Technology, set up by the Government of India in August 2010 with the objective of imparting quality technical education, fostering innovation, creativity, research and development, training in various fields of Science and Technology. It has been declared as an Institution of National Importance by the Government of India. It is an autonomous Institute and is functioning under the aegis of Ministry of Education (MoE), Government of India. National Institute of Technology Sikkim is hereinafter referred to as NIT Sikkim.

The Institute primarily focuses on imparting outcome-based education (OBE) as well as equipping the students with good practical knowledge. OBE is an educational theory that bases each part of an educational system around goals. The Institute creates an ambiance in which new ideas, research and scholarship flourish and from which the leaders and innovators of tomorrow emerge. The Institute is striving to harness resources for industry and society through pursuit of excellence in Education, Research, Innovation and Entrepreneurship, thereby paving its way towards globalisation. This is a student-oriented place and our endeavor is always to ensure that our students are offered the best opportunities that are needed to create outstanding scientists and engineers. Quality teaching is what it aims at so as to stimulate intellectual curiosity, creativity and innovativeness. Our experienced faculty has a passion for teaching and an avowed commitment to Research & Development. The global perspective of the faculty makes this Institute a premiere institute of learning in India.

### 1.1 Vision

India has the capability and the responsibility to offer the World Science & Technology essentially with sustainability, through philosophy, conscience, and value system. NIT Sikkim will play its role.

### 1.2 Mission

To develop the students as 'Thinking Engineers' by nurturing them in attaining and enjoying the technical and scientific excellence, global exposure and at the same time in beholding the philosophy and the values for India and the world as a whole.

### 1.3 Objectives

- To provide quality education to students enabling them to meet global demands and enrichment of their inner-self with consciousness;
- To inculcate scientific and technological skills, integrity and sensitivity to the needs and aspirations of the society;
- To inculcate creativity, innovation, self-learning, critical thinking, critical evaluation, spirit of inquiry and imbibing the culture of lifelong learning;
- To provide a conducive atmosphere to undertake research in areas that will best serve the nation and the world;
- To develop leadership qualities in the young minds with sensitivity to sustain social development and environment;
- To create technical manpower for meeting the current and future demands through close interactions with industry;
- To grow into an internationally renowned Institute with a strong ethical foundation.



## 1.4 About the Manual

This manual sets out the procedures, rules and regulations for the M.Sc. and M.Tech. programs. The programs are designed to achieve Institute vision, mission and objectives.

The rules and regulations including procedures given in this manual shall be binding on all the stakeholders – students/research scholars, faculty, staff, parents and those directly or indirectly associated with the Institute and the programs of studies.

The provisions of these rules and regulations shall also be applicable to any new discipline that will be introduced from time to time. Notwithstanding all that has been stated in this manual, the Senate has the right to review, amend/modify, add, delete and clarify any or all the rules and regulations from time to time. The decision of the Senate in all academic matters shall be final and binding on all the stakeholders.

## 2. Organizational Structure for Academic Administration

### 2.1 The Senate

The Senate is the statutory and supreme body that governs all academic matters of the Institute, and its rulings are final and binding on all the stakeholders in all academic matters. All academic programs and activities of the Institute shall be governed by the Rules and Regulations approved by the Senate from time to time. The Senate of the Institute holds its meeting regularly to monitor and guide the academics of the Institute and take necessary decisions and make/amend Rules and Regulations as per the need. A time schedule is set by the Senate for various academic activities, through an Academic Calendar issued at the beginning of each academic semester/year. The Senate continuously assesses and monitors the academic programs and makes appropriate revisions/modifications/amendments/improvements as and when required through its Institute level committees/subcommittees constituted from time to time.

### 2.2 Office of the Dean Academic

The office of the Dean Academic called Academic Section, is responsible for the implementation of the rules and regulations/decisions taken by the Senate/Chairperson Senate. Its major functions and responsibilities are as follows:

- Timely initiation and completion of all the activities.
- Responsible for all students'/research scholars' academic matters starting from admission process to award of the degrees and later hand hold the graduating students in their needs.
- To receive, prepare and maintain all records related to all the programs including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees, scholarships/fellowship and prizes, etc.
- To disseminate information pertaining to all academic matters.
- Issues necessary memoranda/orders/notices/circulars, etc.
- To act as an interface between the students/research scholars, faculty, departments/ centres, any academic entity, committees etc. as per the need or as directed by the Chairperson Senate.
- To coordinate and execute all the academic related activities.
- To ensure academic discipline, conducive atmosphere, values, ethics and integrity while imparting education.
- To comply with all the instructions of the Director/Chairperson Senate as issued from time to time.

### 2.3 The Senate Post Graduate Board (SPGB)

The Senate Postgraduate Board (SPGB) shall be the regular subcommittee of the Senate, which shall consider all academic matters for the Postgraduate and Ph.D. programs. The SPGB shall consider all departmental matters on the recommendations of the Departmental Postgraduate Committee (DPGC) and forwarded by the concerned Head of the Department.

#### 2.3.1 Constitution of SPGB

Dean Academic	Member
Associate Dean Academic (UG)	Member
Associate Dean Academic (PG)	Member
Convener DPGC(s) from all Departments	Member
Two nominees of Chairperson Senate	Member
Previous Convener, SPGB, if not a member	Member
Convener Senate Undergraduate Board (SUGB)	Member
Two student members, one each from Ph.D. and PG Programs and nominated by the Dean Academic	Member

The Convener of SPGB will be nominated by the Chairperson Senate from amongst the Senate members or the Dean Academic may be the Convener. The tenure of all the members normally shall be TWO years. However, same can be extended by the Chairperson Senate for additional ONE year. If circumstances arise the tenure of any member can be reduced by the Chairperson Senate. The tenure of the student members shall be for ONE academic year.

#### 2.3.2 Jurisdiction and Function of SPGB:

The Jurisdiction of the SPGB shall be restricted to all matters related to Ph.D. and PG programs. The functions of the SPGB shall be to consider the broad framework of all policies related to the Ph.D. program, review and recommend those to the Senate/Chairperson Senate. The following matters pertaining to the Ph.D. and PG programs of the Institute are regular functions of the SPGB:

- To recommend new course(s)/curricula and program(s) to the Senate for approval
- To recommend modifications/updation of course(s)/curricula and program(s) already approved
- To evaluate/audit the academic program(s)
- Any other matter as referred by the Dean Academic/Senate/Chairperson Senate from time to time.

The SPGB shall be the recommending body for all academic programs to the Senate/ Chairperson Senate. In the discharge of its responsibilities the SPGB shall make full use of the appraisals and recommendations of the various academic departments/centres concerned. The SPGB shall be assisted by the Departmental Postgraduate Committees of various departments/centres (DPGC). Minimum FOUR meetings of the SPGB should be conducted per academic year (two/semester).

### 2.4 The Senate Undergraduate Board (SUGB)

The Senate Undergraduate Board (SUGB) shall be the regular subcommittee of the Senate and shall consider all the academic matters for the undergraduate programs. The SUGB shall consider all departmental matters on the recommendations of the Departmental Undergraduate Committee

(DUGC) and forwarded by the concerned Head of the Department. There shall be a 1<sup>st</sup> year Faculty Advisor in each Department and shall be the invited member of the DUGC. It may also consider the matters as deemed necessary or directed by the Senate/Chairperson Senate/Dean Academic. For details, please refer UG rules and regulations.

## 2.5 The Senate Standing Committee (SSC)

Dean Academic	Convener
Dean Student Welfare	Member
Dean Research and Consultancy	Member
Associate Dean Academic (UG)	Member
Associate Dean Academic (PG)	Member
Associate Dean Student Welfare	Member
One HOD nominated by the Dean Academic	Member

The Dean Academic may invite any other faculty member, if necessary.

The SSC shall take care of unforeseen exigencies and any other matter assigned by the Chairperson Senate.

## 2.6 Academic Departments

An Academic Department refers to an academic unit offering various courses and programs. Generally, the Department shall offer respective undergraduate (B.Tech.), postgraduate (M.Sc., M.Tech.) and Ph.D. programs. The Department may offer or conduct any academic activity with the permission of the Senate/Chairperson Senate. The Institute shall award the M.Sc., M.Tech. degrees in the programs/disciplines run by science and engineering Departments. At present, the Institute has the following Departments:

### Engineering Departments:

- (i) Civil Engineering
- (ii) Computer Science and Engineering
- (iii) Electrical and Electronics Engineering
- (iv) Electronics and Communication Engineering
- (v) Mechanical Engineering

### Basic Sciences and Humanities Departments:

- (vi) Chemistry
- (vii) Humanities and Social Sciences
- (viii) Mathematics
- (ix) Physics

The respective Departments shall be responsible to manage all departmental academic and administrative activities or as assigned by the Institute authorities. Each Department shall be headed by the Head of the Department (HOD) and s/he shall be responsible for smooth conduct of all the programs and activities. The HOD may constitute department level committees to discharge various functions and responsibilities.

## 2.7 Postgraduate Programs of Study

The Institute offers Postgraduate programs in Engineering/Technology and Science as decided by the Institute with the approval of the Senate and the BOG. The Postgraduate program in Engineering/Technology is termed as Master of Technology (M.Tech.) and the Postgraduate

program in Science is termed as Master of Science (M.Sc.). The minimum duration of each M.Tech. and M.Sc. program shall be *TWO (02) years (4 Semesters)*. The Institute currently offers M.Tech. and M.Sc. programs in the following disciplines:

S. No.	Department	Program
(i)	Computer Science and Engineering (CSE)	M.Tech. in Computer Science and Engineering
(ii)	Electrical and Electronics Engineering (EEE)	M.Tech. in Electrical Engineering (Control, Power and Electric Drives)
(iii)	Electronics and Communication Engineering (ECE)	M.Tech. in Microelectronics and VLSI Design
(iv)	Chemistry	M.Sc. in Chemistry

The addition or deletion of programs of study can be proposed by the SPGB. The same shall be implemented on the approval of the Senate and the BOG. The student intake capacity can vary for respective program of study in particular academic session as decided by the Senate and approved by the BOG.

## 2.8 Academic Performance Evaluation Committee (APEC)

A department level Academic Performance Evaluation Committee (APEC) shall be constituted by the HOD to monitor and analyze the performance of the students in various programs of studies in the Department and advise the Department/Institute for necessary actions. The main function of APEC is to take appropriate measures for academically weak students in their program of study depending upon their performance. The committee should develop guidelines/action plan for such students. The constitution of the committee shall be as follows:

- |       |   |          |
|-------|---|----------|
| (i)   | HOD of the concerned Department   | Convener |
| (ii)  | Convener DPGC   | Member   |
| (iii) | Faculty Advisor of the concerned student(s)                                     | Member   |
| (iv)  | One faculty member of the concerned Department nominated by the HOD             | Member   |
| (v)   | One faculty member from the allied Department as nominated by the Dean Academic | Member   |

However, it is desirable that the APEC should develop guidelines/action plan for all the students of the Department to ensure their holistic academic development.

## 2.9 Departmental Faculty Board (DFB)

Each Department shall have the Departmental Faculty Board (DFB) consisting of all the faculty members of the Department. It is desirable that DFB should meet **at least once in a month** to discuss various issues and ensure the proper discharge of all duties and responsibilities at department level to ensure holistic development of the students. The DFB may also help the HOD in constitution of various department level committees.

## 2.10 Departmental Postgraduate Committee (DPGC)

The Departmental Postgraduate Committee (DPGC) shall be constituted by the DFB to look after all academic matters pertaining to the Ph.D. and PG program(s) offered by the department. The DPGC shall make recommendation(s) to SPGB as and when required.

The constitution of the committee shall be as follows:

- (i) Convener DPGC
- (ii) Head of the Department
- (iii) Convener DUGC
- (iv) Minimum THREE (03) faculty members to be chosen from the Department; [in case there are not sufficient faculty members, Chairperson Senate may nominate faculty member(s) from other department(s) of the Institute]
- (v) ONE faculty member from other department/interdisciplinary program to be nominated by the Chairperson Senate

The DPGC Convener shall be selected by the DFB for a term of two years. The duration of the committee shall be two years. The constitution of the aforesaid committee shall be communicated to the office of the Dean Academic by the HOD. The DFB may change the non-functional convener(s)/member(s) before the expiry of their terms.

The responsibilities of the DPGC are:

- (i) Supervision and conduct of lecture, tutorial and practical classes.
- (ii) Supervision and conduct of class tests, quizzes, practical tests, end semester examination, thesis work, seminar and project presentation and ensuring its quality.
- (iii) Monitoring the quality of instructions to students.
- (iv) Appointment of supervisors of Ph.D. candidates.
- (v) Admission to Ph.D. program at departmental level.
- (vi) Monitoring the quality of research.
- (vii) Proposing and implementing new courses and programs as approved by the Senate/BOG.
- (viii) Monitoring attendance and performance of students.
- (ix) Recommending for release/continuation of Assistantship/ Scholarship/ Fellowship on monthly basis based on attendance and weekly workload assigned to students.
- (x) To act as a students' grievance committee and attend to problems of students and counsel them.
- (xi) Any other work as assigned by the SPGB /Senate/ Chairperson Senate.
- (xii) To coordinate the student feedback and analysis of the same. Suggest corrective measures based on the analysis of the feedback. The summary of the same may be sent to the Dean Academic, if required.
- (xiii) To coordinate, design and develop curricula/proposals of new courses/programs/ revision of the existing curricula etc.
- (xiv) Grade Moderation: To maintain the uniformity in awarding the letter grade in a semester, the DPGC has to carry out grade moderation. In the grade moderation meeting, apart from the regular members of the DPGC, all the course instructors/coordinators shall be invited and the course instructors are required to finalise the grades as decided unanimously. The grade moderation work must be completed by all the departments as per the academic calendar.

The DPGC may also constitute various departmental committees to discharge the above responsibilities. The DPGC is required to hold its meetings regularly and keep record of its meetings and decisions. Frequency of meeting of DPGC should be minimum FOUR meetings per academic year (two/ semester).

### 3. Academic Year/Session and Academic Calendar

- 3.1 An academic year is divided into two semesters: ODD (July to December) and EVEN (January to June) and each semester will normally be of 18-20 weeks.
- 3.2 The academic activities of the Institute will be regulated by the academic calendar approved by the Senate/Chairperson Senate and published on the Institute website in the beginning of each semester. The dates of all the important events, such as registration, orientation/induction program, commencement of classes, submission of documents, examinations, submission of grades, vacation, semester break, showing the answer scripts to the students etc. during the academic session shall be specified in the academic calendar of the Institute. The faculty member and students are required to adhere to the academic calendar. The office of the Dean Academic is responsible for timely preparation and approval of the same from the Competent Authority and also to disseminate adequately. If required, the same can be modified during the semester by the Dean Academic with the approval of the Chairperson Senate

## 4. Course Structure and Credit System

The academic programs of the Institute are based on the credit system and it is desirable to adhere to outcome-based education policy. The concerned department is responsible to design and develop the curriculum of the postgraduate programs and have to submit the same to the SPGB through its DPGC to be recommended to the Senate for approval. It is desirable that the concerned department should publish the same on the Institute website after necessary approval from the Senate/Chairperson Senate.

### 4.1 Course Structure

4.1.1 The curriculum of the program shall consist of the following:

- (i) Engineering/Science core courses of the respective discipline.
- (ii) Elective courses of the respective discipline/other disciplines/departments.
- (iii) Practical/Sessional/Project/Dissertation/Seminar/Training/Industrial visit etc. as deemed fit by the concerned department/SPGB/Senate.

Some of the core/elective courses may be interdisciplinary in nature. The above structure may change from time to time depending on dynamics of the Industry, Academia and Society.

4.1.2 Every discipline of the M.Tech./M.Sc. program shall have a curriculum and syllabi for the courses approved by the Senate/Chairperson Senate. The curriculum and syllabi may be revised for any semester by the concerned department as and when required. Any change in the curriculum and syllabi needs the approval of the Senate/Chairperson Senate. The approved curriculum with syllabi will be published on the Institute website.

### 4.2 Credit System

A student shall be evaluated for her/his academic performance in a course through class work assignment, tutorials, practical/sessional, home-work assignments, term papers, field work, seminars, quizzes, Mid-Term Examinations (MTE), End-Term Examination (ETE), etc. It is expected that each department must prepare the guidelines for the performance evaluation of the students as per the directions of the SPGB/Senate/Chairperson Senate.

4.2.1 Courses are broadly classified as Theory Courses and Laboratory Courses. Theory courses consist of lecture (**L**) and/or tutorial (**T**) hours, but may have attached practical (**P**) hours in special cases. Laboratory courses consist of practical hours, but may have attached lecture/tutorial hours in special cases.

- (i) One credit for each lecture hour per week per semester for theory courses;
  - (ii) One credit for two hours laboratory/design/drawing classes per week per semester; and two credits for three/four hours laboratory/design/drawing classes;
  - (iii) The tutorial classes may be given equal credit at par with lecture classes.
  - (iv) Design, seminar, Industrial training/visit, thesis and project/dissertation courses will be assigned credits appropriately.
  - (v) In addition to above, there may be audit courses of pass/fail nature.
- 4.2.2 The curriculum of any discipline of the M.Tech. and M.Sc. program shall carry total credits in the range of 65-80 credits and 80-100 credits, respectively. Student has to earn requisite credits of the particular discipline to obtain the degree.
- 4.2.3 No semester shall have more than six theory courses and four laboratory/drawing/seminar/project/dissertation courses as prescribed, in the curriculum. However, there may be some additional audit courses as recommended by the DPGC and approved by the Senate/Chairperson Senate.
- 4.2.4 The medium of instruction of all the programs in the Institute is English. All examinations, project/seminar/dissertation reports, presentations, etc. shall be in English.
- 4.2.5 The credit requirements mentioned above does not include audit courses, which are Pass/Fail courses and are not considered for CGPA calculations.

The decision of the department in all academic matters like offering elective courses etc. shall be final and binding on the students. However, the department has to take the approval of the Senate/Chairperson Senate wherever necessary as per these rules and regulations.

#### **4.3 Conduct of Courses**

Each course offered by a Department shall be taught by a faculty member called Course Instructor/ Coordinator. A course can be taught by one or more faculty members. In case, the course is being taught by one faculty member, the Course Instructor will be designated as the Course Coordinator.

In case, the course is being taught by more than one faculty member (Course Instructor), one of them will have to act as Course Coordinator. The Course Coordinator shall be appointed by the Department and will be assisted by the Course Instructors. The Course Coordinator shall have full responsibility for the course taught by each Instructor. S/he shall coordinate the work of other Course Instructors involved in that course in respect to their participation in various activities related to the course including conducting the course, continuous evaluation of the students through tests, quizzes, assignments, Mid-Term and End-Term Examinations and the award of the grades, etc. The Course Instructors apart from their duties have to assist the Course Coordinator in all the activities related to the course.

The courses can also be conducted through online platforms such as MOOCs, SWAYAM, NPTEL, etc. as decided by the Department/DPGC/SPGB/Senate. The evaluation of such courses shall be done as per the guidelines issued by the DPGC/SPGB and approved by the Senate/Chairperson Senate.

#### **4.4 Audit Course**

The audit course may be mandatory or optional within the structure of the curriculum. There shall be no grade assigned to an audit course. The audit course will have only pass or fail grade. They shall not be counted towards the computation of the CGPA and towards the credits of the final degree requirements. The students may take any elective as an audit course during her/his degree with the permission of the DPGC/HOD on the recommendation of the Faculty Advisor. If an

audit course belongs to any other Department, the consent of HOD/Convener DPGC of that Department shall be necessary. Parent Department of the student shall be responsible to coordinate all requirements of such courses. However, such courses shall be mentioned in the marksheet/grade-card of the student, if s/he passes the same. The student is permitted to drop an optional audit course at any time after registration in the course, however, s/he has to submit the application to the convener DPGC of the concerned Department through Faculty Advisor. These courses may be chosen from the courses available on online platform as mentioned above, however the approval of the Department is necessary and evaluation of such courses also shall be done as per the rules and regulations of the Institute

#### 4.5 Faculty Advisor

There shall be a Faculty Advisor for each semester/year in the Department. The Faculty Advisor for each year shall be appointed by the HOD/DPGC/DFB of the concerned Department. It is expected that the advisor(s) appointed for the 1<sup>st</sup> year should continue till end of the 2<sup>nd</sup> year of that batch. The Faculty Advisor shall coordinate all the academic activities of the students and shall perform such other duties as assigned by the DPGC/HOD. The Faculty Advisor(s) shall guide/permit the students for registration of courses in each semester depending upon her/his performance; monitor their progress; analyze the performance of that batch and may recommend to the APEC for appropriate actions/seek advice, if required.

##### 4.2.1 Role of the Faculty Advisor

The students are expected to consult the Faculty Advisor on any matter relating to their academic performance and the courses they may take in various semesters. The Faculty Advisor will guide the students to complete their courses of study for the required degree. For effective utilization of the opportunities for additional academic accomplishments, planning of the individual's academic journey needs careful consideration, and constant consultation with the Faculty Advisor is imperative. Thus, the role of the Faculty Advisor is of immense importance. *The Faculty Advisor is the person whom the parents/ guardians should contact for performance related issues of their ward. The Department/DPGC will assign Faculty Advisor to the students and it is desirable that s/he should continue as her/his advisor for the duration of stay at the Institute.* The students are expected to meet their Faculty Advisor regularly to take guidance and resolve their grievance, if any.

## 5. Admission

Admission will be made in accordance with the instructions received from the Ministry of Education (MoE), Government of India from time to time. Seats are reserved for candidates belonging to Scheduled Castes, Schedules Tribes, Other Backward Classes, Persons with Disability (PwD)/Divyangjan, Economically Weaker Section (EWS) and other categories as per the directions/guidelines issued by MoE from time to time.

Admission to Postgraduate program (M.Tech. and M.Sc.) requires that the applicant be eligible, has to go through the laid-down admission procedure, and pay the prescribed fees.

### 5.1 Admission to M.Tech. Program

5.1.1. The "specified minimum" CGPA/marks implies a minimum of 6.5 on the 10 point scale (60% marks, only where CGPA is not awarded) for M. Tech. with a relaxation for SC/ST/PwD implying minimum of 6.0 on the 10 point scale (55% marks, only where CGPA is not awarded) or as decided by the centralised admission body (presently CCMT- Centralized Counselling for M.Tech./M.Arch./M.Plan. Admissions).



- 5.1.2. The applicant must have a Bachelor's degree in Engineering/Technology in appropriate discipline with specified minimum CGPA/marks, as mentioned above. The department shall decide the equivalence and relevance of discipline for a candidate seeking admission in a particular M.Tech. Program.
- 5.1.3. Admission to all courses will only be made in the odd semester (1st year 1st semester) starting from July/August of each session at the first year level based on the relative performance in the GATE and seat allocation done by CCMT, which may change as per the guidelines issued by the MoE, Govt. of India from time to time.
- 5.1.4. The eligibility conditions given above are the absolute minimum. Departments may prescribe any requirements over and above these, subject to the approval of the Chairperson Senate/ Senate.
- 5.1.5. 15% (maximum) admissions shall be offered to sponsored candidates from the Industry, Training and Research Organization, Universities etc. in accordance with the rules applicable for such admission issued from time to time by MoE/Institute. At present students are admitted through Institute Admission Test and/or Interview.
- 5.1.6. **Financial Assistance to M.Tech. Program**
- (i) The student shall not undertake any paid assignment (emoluments/salary/stipend) during the tenure of the scholarship.
  - (ii) The students must secure 6.0 CGPA during each semester for continuance of the scholarship.
  - (iii) If a student scores below 6.0 CGPA in any semester, s/he shall be paid scholarship @ 50% of the regular scholarship for the next semester(s). Whenever, s/he secures 6.0 CGPA, s/he will be entitled to get regular scholarship from the next semester(s).
  - (iv) If the student fails in any semester, the scholarship shall be terminated till s/he satisfies the above conditions.
  - (v) The grant of Postgraduate Scholarship is subject to the condition that the student does not receive any financial assistance in the form of scholarship, emoluments, salary, stipend etc. from any other source during her/his course of study in the Institute.
  - (vi) Foreign students, sponsored candidates and candidates admitted in PG programs through any other means are not eligible for the Scholarship.
  - (vii) It will be obligatory for every postgraduate student to undertake 8 to 10 hours (per week) of work related to teaching, research, Department, etc. as assigned to her/him by the Institute. This could include tutorials, laboratory classes, development and maintenance of laboratories, assistance in teaching/research and development activities undertaken by faculty members, maintenance and operation of computers and other central facilities, assistance in library, etc.
  - (viii) The Scholarship will be granted to the student on a monthly basis subject to the satisfactory academic performance and adherence to Institute norms/rules and regulations as applicable from time to time. The monthly attendance and payment of scholarship have to be certified/recommended by the Supervisor/Convener DPGC and approved by the Head of the Department.
  - (ix) PG Scholarship is not admissible to passed out students taking 2<sup>nd</sup> time admission on the basis of re-qualifying GATE examination who have already availed the scholarship from any other Institution.

- (x) The Scholarship is tenable for 24 months or for the duration of the course i.e. from the date of commencement of classes till the date of completion of the course whichever is lower and is not extendable under any circumstances.
- (xi) The rates of PG Scholarship are subject to change as per the notification issued by Ministry of Education (MoE), New Delhi from time to time with the approval of the Chairperson Senate/Senate.
- (xii) The student shall be required to give an undertaking to the effect that s/he would not leave the course midway. In case any student leaves the course in midway S/he will be required to refund the total PG Scholarship drawn at the time of leaving the course.
- (xiii) The Scholarship may be discontinued at any time for any kind of misconduct by the student, like involving in the act of ragging, misbehavior, etc.

## 5.2 Admission to M.Sc. Program

- 5.2.1 The "specified minimum" CGPA/marks implies a minimum of 6.5 on the 10 point scale (60% marks, only where CGPA is not awarded) for M. Sc. with a relaxation for SC/ST/PwD implying minimum of 6.0 on the 10 point scale (55% marks, only where CGPA is not awarded) or as decided by the centralised admission body (presently CCMN- Centralised Counselling for M.Sc/ M.Sc.(tech) admissions to NITs and CFTIs).
- 5.2.2 The applicant must have a Bachelor's degree in Science in appropriate discipline with specified minimum CGPA/marks, as mentioned above. The department shall decide the equivalence and relevance of discipline for a candidate seeking admission in a particular M.Sc. Program.
- 5.2.3 Admission to all courses will only be made in the odd semester (1<sup>st</sup> year- 1<sup>st</sup> semester) starting from July/August of each session at the first year level based on the relative performance in the JAM in relevant discipline, and seat allocation done by CCMN, which may change as per the guidelines issued by the MoE, Govt. of India from time to time.
- 5.2.4 The eligibility conditions given above are the absolute minimum. Departments may prescribe any requirements over and above these, subject to the approval of the Senate/Chairperson Senate.
- 5.2.5 15% (maximum) admissions shall be offered to sponsored candidates from the Industry, Training and Research Organization, Universities etc. in accordance with the rules applicable for such admission issued from time to time by MoE/Institute. At present students are admitted through Institute Admission Test and/or Interview.

## 5.3 Institute Admission Test (IAT)

- 5.3.1 The vacant seats left after allocation/admission by CCMT/CCMN of each program shall be filled through IAT.
- 5.3.2 Students admitted through IAT will not be entitled for any financial benefits like fee waiver, institute fellowship, etc.
- 5.3.3 For admission through IAT to M.Tech. and M.Sc. programs, an Institute Admission Committee (IAC) shall be constituted by the Dean Academic with the approval of the Chairperson Senate. The committee shall make policy decisions as well as organize the IAT. The admission process shall be carried out by the respective departments as per the directions of IAC. The Department shall be responsible for the completion of the admissions as per the rules/guidelines. The detailed procedure and guidelines given in information brochure shall be the part of these rules and regulations. The information brochure shall be modified/ updated from time to time with the approval of the Chairperson Senate/Senate.

## 6. Registration

### 6.1 Registration Procedure

- 6.1.1 NIT Sikkim follows a credit-based semester system, therefore registration by every student at the beginning of each semester is mandatory till s/he completes her/his program of study. The registration must be completed within the prescribed dates as given in the academic calendar or notified by the office of the Dean Academic.
- 6.1.2 If a student does not register in a particular semester without prior permission of the Dean Academic, her/his admission is liable to be cancelled.
- 6.1.3 Students are not permitted to re-register for course(s), which they have already passed.
- 6.1.4 Without registration, any academic activity (course, seminar, project etc.) undergone by a student will not be counted towards the fulfillment of credit/other requirements of her/his degree.
- 6.1.5 ***The sole responsibility for registration rests with the student concerned.*** A student is required to register in person in each semester for the courses that s/he intends to pursue in that semester.
- The registration process involves:
- (i) Payment of fees for that semester and clearance of all outstanding dues of the previous semester.
  - (ii) Submitting duly approved courses to be taken in the semester in the prescribed registration form. The courses to be registered shall be approved by the Faculty Advisor and the Convener DPGC.
  - (iii) A registration register may be maintained in the Department/academic office which is to be signed by the student within THIRTY (30) days, from the last date of registration.
  - (iv) The registration process will be deemed complete only after completing the above three steps.
- 6.1.6 Percentage of attendance for all students will be calculated from the date of commencement of classes of the semester, irrespective of her/his date of registration, unless supported by a valid reason for late-registration. However, in case of first semester, attendance will be counted from date of admission in the Institute or date of commencement of classes, whichever is later.
- 6.1.7 After registration in each semester, each student should verify/collect the registration acknowledgement document, which indicates the courses registered by her/him in that semester, signed by the Convener DPGC/HOD of the concerned Department. The course registration is subject to confirmation by the academic section.
- 6.1.8 It shall be the responsibility of the student to communicate to the office of the Dean Academic in case of any discrepancy in her/his registration including list of courses registered, within the notified time.
- 6.1.9 Only those students will be permitted to register in the next semester who:
- (i) Can be promoted according to promotion rules.
  - (ii) Cleared all the Institute and Hostel dues of the previous semester(s).
  - (iii) Paid all requisite fees/fine/penalties for the current semester, and
  - (iv) Has not been debarred from registering on disciplinary or any other ground.
- 6.1.10 If a student fails to get promoted to the next semester, s/he can register for the backlog courses, if any. The debarred students under the clause **6.1.9 (iv)**, shall not be allowed to register.

6.1.11 **Late Registration:** If for any compelling reason like illness, a student is unable to register on the date(s) of registration, s/he will be allowed to register till the last date of registration. Any student registering late will be required to pay a late fee as decided by the Senate/Chairperson Senate/SPGB from time to time. Normally, no late registration shall be permitted after ONE week from the scheduled dates. However, in case of extraordinary circumstances this rule may be relaxed by the Senate/Chairperson Senate/Dean Academic on the recommendation of the DPGC and Convener SPGB.

6.1.12 In case, a student fails in course(s) due to performance, s/he may register in supplementary examination as given in these rules and regulations. Students who get a backlog/year back will be promoted as per the promotion rules and shall be allowed to register in the semester of study as per the procedure/rules and regulations.

## 6.2 Adding/Dropping of Courses

A student shall have an option to add or drop (delete) courses from her/his registered course(s) till last date of registration with the approval of the Faculty Advisor and the DPGC as per the academic calendar. The dropping of course(s) shall be permitted till FIFTEEN (15) days before the start of End-Term Examination or as specified in the academic calendar of the Institute. The course(s) dropped by any student shall not be counted as backlog and s/he will be allowed to register in that course whenever offered by the concerned Department. No special class or academic arrangement shall be made for such courses.

## 6.3 Cancellation of Registration

Unauthorized absence for a period of **four or more weeks** at a stretch during a semester may result in automatic cancellation of the registration of a student from all the courses in that semester. The names of such students shall be communicated to the Dean Academic by the HOD. However, such students may be permitted to re-register in the program on the recommendations of the Faculty Advisor and the DPGC and approved by the SPGB/Chairperson Senate/Senate. Such students are required to pay the re-registration fee as decided by the Institute. All such cases shall be timely processed by the Dean Academic. All such students have to comply with the attendance requirement along with other students in that course and the period of absence will not be excluded.

## 6.4 Semester Withdrawal

6.4.1 A student may opt/be advised to withdraw an entire semester, with prior approval of the Dean Academic and with the consent of her/his parent(s). The withdrawal of the semester has to be processed by the concerned Department.

6.4.2 A student registered for a semester can apply for semester withdrawal till FIFTEEN (15) days before the start of End-Term Examination. In such cases, no fee or any other charges shall be refunded.

6.4.3 The student who has taken the semester withdrawal before the last date of registration has to pay the Institute fee other than the tuition fee for the entire period of the withdrawal for continuation of her/his study in the Institute. S/he will not be given hostel accommodation for the period of semester withdrawal. The decision of the Senate in this regard shall be final and binding on all.

6.4.4 The student has to complete the degree in the stipulated time as mentioned in these rules and regulations and in no circumstance the relaxation shall be given in the maximum duration of completion of the degree given under these rules. However, the decision of the Senate in this regard shall be final and binding on all.

6.4.5 A student who has not registered for any semester before the last date for registration without prior approval of the DPGC/Dean Academic may be terminated from the program.

- 6.4.6 It is desirable that the student should not take continuous semester withdrawal of more than TWO semesters.
- 6.4.7 For the duration of withdrawal, the student shall be treated on academic probation and it is desirable that continuous counseling should be done by the concerned Department/DPGC/APEC and the recommendations may be communicated to the Dean Academic. A proper record of such students shall be maintained by the concerned Department.

## 6.5 Supplementary Examinations

A student may be permitted to appear in supplementary examination as per the following rules and regulations. However, the decisions/directions issued by the SPGB/Senate/ Chairperson Senate shall be final and binding on all.

- 6.5.1 Students with “**FP**” (Failed due to poor Performance/absence in End-Term Examination/academic malpractice) and “**FA**” (Failed due to insufficient Attendance) grade are eligible to appear in supplementary examination. The supplementary examination of the failed students shall be held along with regular semester examination in the next academic year. For any course passed through supplementary examination, the achievable grade will be one less than the grade obtained for that course. However, if the grade obtained is the minimum passing grade it will remain the same.
- 6.5.2 The students complying with the attendance requirements in a course and having backlog in that course (securing “**FP**” grade) can be permitted to undertake the supplementary examination, without attending classes.
- 6.5.3 The students not complying with the attendance requirements in a course and having backlog in that course (securing “**FA**” grade) has to attend the class of that subject in the next year whenever offered. S/he shall be permitted to appear in the supplementary examination subjected to fulfillment of attendance and other requirements.
- 6.5.4 The office of the Dean Academic has to declare the schedule of supplementary examination well in advance in consultation with the concerned Department.
- 6.5.5 The student appearing for supplementary examination has to pay the requisite fee as notified by the office of the Dean Academic from time to time depending on the number of courses s/he is appearing in supplementary examination.
- 6.5.6 The time table for the supplementary examination shall be prepared by the concerned Departments/office of the Dean Academic.
- 6.5.7 The student who shall opt for semester withdrawal shall not be permitted to appear in the supplementary examination.
- 6.5.8 In case of supplementary examination, the internal evaluation and mid-term marks may be carried forward from their regular semester.
- 6.5.9 In case of exigencies, decision of the Chairperson Senate/ Senate shall be final and binding on all.

## 7. Residential Requirement

The Institute is residential and unless otherwise exempted/permitted or if there is a shortage of accommodation, every student shall be required to reside in and be a boarder of one of the Halls of Residence (Hostels) and mess to which s/he is assigned. Any alteration to the arrangement will be subject to the discretion of the Dean Student Welfare/Chairperson Senate/Senate. However,

any student can be debarred from hostel/residential facilities on the ground of indisciplinary activities or misconduct as decided by the concerned committee/board.

## 8. Evaluation System

### 8.1 Examination and Evaluation

- 8.1.1 The evaluation of any student in a course is a continuous process and is based on their performance in Internal Assessment (IA), Mid-Term Examinations (MTE), and End-Term Examination (ETE), etc. The IA may include quizzes (declared/undeclared), assignments, term papers, seminars, surprise tests/class tests/ MCQ tests/ open book tests/ group activities etc. and will be conducted by the Course Instructor/ Coordinator during the semester as per her/his course plan. The regularity of the student in the course(s) shall also be considered as part of IA. The marks distribution for IA shall be decided by the Course Coordinator as per the directions issued by the office of the Dean Academic/HOD/DPGC. Laboratory/Practical courses will have Practical and Sessional (PRS) components and will be evaluated as decided by the Course Instructor/Coordinator. The distribution of weightage of marks for each component shall be as in table 8.1.3 and will be announced by the Course Instructor/Coordinator at the beginning of the course. Apart from these, there may be other nature of courses/examinations/evaluation procedures as decided by the Department/Course Coordinator. The instructions/procedures issued by the Departments shall be binding on all the students.
- 8.1.2 There shall be TWO Mid-Term Examinations (MTE) and the duration of the examination shall be ONE hour. The duration of the End-Term Examination (ETE) and the Practical/Sessional End-Term Examination (PRSE) shall be THREE hours and it is mandatory for every student to appear in all examinations. The schedule of the examinations will be as notified in the academic calendar or by the office of the Dean Academic/the concerned Department. The responsibility for the examination time table lies with the concerned Department as per the directions of the office of the Dean Academic. The Departments shall be responsible for conduct of examination, evaluation, award of final grades, and timely communication of grades to students and the Dean Academic, etc.
- 8.1.3 **A typical distribution of weightage given for each component of continuous assessment and examination is given below (Table - 1 and Table – 2):**

**Table - 1: Theory subjects**

S.No.	Components of Assessment	% Weightage
1	IA (Quizzes, assignments, term papers, seminars, surprise tests/ class tests/ MCQ tests/ open book tests/ group activities etc. as decided by the Course Instructor)	20
2	Two Mid - Term Examinations (MTE)	30
3	End - Term Examination (ETE)	50

**Table – 2: Practical and Sessional**

S.No.	Components of Assessment	% Weightage
1	Continuous assessment (PRS) of Laboratories/Training/ Field work etc. considering regularity and timely submission of laboratory records, etc. – as decided by the Course Instructor/Department	60
2	Practical Sessional End - Term Examination (PRSE) for Laboratories/Training/Field work etc. The evaluation scheme as decided by the Course Instructor/Department	40

The above weightage distribution can be modified or amended by the SPGB/Senate. It is expected that the mode of assessment and component should be deliberated at the departmental level and efforts should be made to maintain uniformity in the scheme of evaluation for various courses at departmental level.

- 8.1.4 **A student must score a minimum of 35% marks in theory subjects and 50% marks in practicals/sessionals in the End-Term Examination (ETE) to pass the subject.**

## 8.2 Evaluation Procedure

8.2.1 The Course Instructor/Coordinator is responsible for overall evaluation and grading including setting of the question paper, maintaining its secrecy, conducting examinations, evaluating and awarding the grades of her/his course, timely submission of the grades etc. to the DPGC/HOD. Complete transparency in the evaluation system should be maintained.

8.2.2 The Course Instructor/Coordinator has to ensure complete coverage of all the contents of the course (syllabi) taught during the semester. The question paper of each course must cover all the sections/modules of the syllabi. The teaching and evaluation scheme must address the requirements of outcome-based education/NBA graduate attributes/Bloom's taxonomy and attainment of Course Outcomes (COs), Program Outcomes (POs) and Program Educational Objectives (PEOs).

8.2.3 The Course Instructor has to prepare the course file as per the requirement of National Board of Accreditation (NBA) such as Program Outcome, Course Outcome, Mapping of COs/POs/PEOs, Lecture plan, Attendance record, Tutorial sheets/Assignment sheets (with model answer sheet), Question papers of Mid-Term/ End - Term Examinations/ Practicals/ Projects, Quizzes, Complete details of marks with final grades, the analysis of attainment of COs/POs/PEOs, etc.

It is mandatory for a Course Instructor/Coordinator to submit the complete course file to the HOD at the end of each semester before proceeding for winter/summer vacations. It is the responsibility of the HODs to ensure the compliance of the above requirements. **Non-compliance by any faculty member should be reported to the Dean Academic/Director.**

8.2.4 The checked answer sheets of quizzes, surprise tests, periodical tests, etc. will be shown to the students within ONE week. The answer books of Mid-Term as well as End-Term Examinations will also be shown to the students after evaluation as per the academic calendar. The discrepancy/query, if any, as pointed by the student will be attended and rectified by the Course Instructor/Coordinator amicably and thereafter the result will be finalized.

8.2.5 It shall be the sole responsibility of the student to be present and see her/his answer books as per the schedule announced by the Course Coordinator within the time stipulated in the academic calendar. No requests in this regard shall be entertained by the Course Coordinator after the last date.

8.2.6 The Industrial/Field/Practical training/Project, etc. shall be evaluated through the quality of work carried out, the report submitted and presentation(s) in the particular semester. The evaluation and award of grades for Industrial/Field/Practical Training and Minor Project shall be done by the committee consisting of:

- Two faculty members nominated by the HOD
- Instructor(s)/Supervisor(s)
- External Examiner (optional).

### 8.2.7 Dissertation/Thesis work

- (i) The dissertation work shall be carried out by every M.Tech. student in the area/topic assigned by the department/DPGC.

- (ii) The duration of the dissertation work shall be of TWO (2) semesters. It is expected that each student shall carry out independent research work and may publish the same in a conference/journal.
- (iii) Supervisor(s) shall be assigned to each student by the DPGC. In case of any dispute the same shall be resolved by the Dean Academic and his/her decision shall be final and binding on the Department.
- (iv) The dissertation shall be evaluated through seminars/presentations, quality of work carried out, dissertation and the viva-voce examinations. The evaluation and award of final grades for dissertation shall be done by the committee consisting of:
  - (a) Head of the Department or his nominee(s)
  - (b) Convener DPGC
  - (c) External Examiner nominated by the Chairperson Senate
  - (d) Supervisor(s)
  - (e) One faculty member from other Department nominated by the Dean Academic/ Chairperson Senate.
- (v) External examiner is expected to conduct the examination of four to five students and maybe permitted to conduct the examination online. The soft copy of the dissertation shall be provided to the external examiner at least one week before by the HOD/ Convener DPGC through email.
- (vi) The format of dissertation is given at **ANNEXURE-I**.

### **8.3 Students' Internship Program for Full Semester**

- (i) Student can be permitted to complete partially/fully the dissertation work in any Industry/IITs/NITs/IITs/Research Laboratories of repute.
- (ii) The supervisor shall be assigned by the concerned Department for every such student also. The Supervisor shall be responsible for quality and progress of work. It is desirable to have one more Supervisor from the Industry/Organization.
- (iii) The evaluation of such students shall also be carried out by the Committee mentioned above in the Institute as per the directions of the Convener DPGC/HOD.

### **8.4 Display and Submission of Grades**

In-semester performance of students will be communicated by the instructors from time to time to the students. The final grades must be displayed timely by the Course Coordinator after completion of grade moderation by the Grade Moderation Committee of the Department. It shall be the responsibility of the Course Coordinator and the DPGC/HOD to submit the final grades to the office of the Dean Academic/examination section only after resolving all queries/grievances of the students within the stipulated time.

### **8.5 Answer Script Retention Period**

Evaluated answer scripts of all examinations and laboratory records will be preserved by the Course Instructors/Departments for ONE semester only (excluding the semester in which the examinations are conducted). However, the Department shall retain a few answer scripts and laboratory records of each course of students scoring highest, lowest and average marks in the class for at least FOUR years for NBA.

### **8.6 Promotion Rules**



- (i) There is no restriction for promotion from ODD semester to EVEN semester.
- (ii) Minimum requirements for continuation of registration, termination/year-back, probation.

A student is expected to earn a minimum number of credits as specified in **Table 8.1** below at the end of the first year in order to continue her/his registration and study in the program. If a student does not meet this criterion, her/his performance is classified as “**Academically Poor**”, and s/he gets a **year-back** or else her/his registration/admission will be terminated and has to leave the Institute. The option of year-back is available **only once** at the end of the first year.

**Table 8.1 Criteria for continuation of registration at the end of the first year**

Check Point	Earned Credits (including supplementary examination)	Decision	Remarks
At the end of first year including summer course	$\geq 35$	Allowed to register in the next semester (3 <sup>rd</sup> semester)	-
	$< 35$	<b>Year back,</b> has to re-register in the 1 <sup>st</sup> year (One re-registration chance only)	Academically Poor Year-Back student

- (iii) If a student chooses year-back option (year-back student) after the first year, then her/his credits earned will be carried over. The year-back option will be permitted only once in the first year.
- (iv) After re-registration in first year as year-back student, if the earned credits by the student are less than FORTY (40) at the end of the academic year, then the admission of such student will be terminated and the student will have to leave the Institute.
- (v) Each student is expected to earn at least EIGHTEEN (18) credits in each registered semester. If the performance of a student at the end of any registered semester is below this minimum acceptable level, then s/he shall be placed **on probation**, a **written warning** shall be given to her/him and written intimation will be sent to the **parents** by the office of the Dean Academic/concerned Department.
- (vi) A student placed on **probation** shall be monitored, including mandatory attendance in class, special/remedial tutorials/classes. The academic performance of each academically weak/poor student is monitored by the Mentor Faculty/Faculty Advisor. An academically weak student can register for dissertation work in third semester. S/he shall have to register for the backlog courses (if being offered).
- (vii) The corrective measures for such students shall be taken by the DPGC in consultation with the student/parents, and should include:
  - (a) Feasibility of completing the program requirements, and
  - (b) Identification of remedial measures for the problems leading to poor performance. Remedial measures include counseling, attending extra remedial classes in summer/evening hours during the semester (The extra classes can be engaged by Ph.D. scholars/faculty members) or any other remedial measure(s) deemed fit by the DPGC.
- (viii) The APEC of the concerned Department shall be responsible to keep semester wise record of all academically weak/poor students and also have to record the remedial measures taken for each student. It is desirable that **APEC should maintain the record in a register**. The HOD/DPGC shall monitor the working of APEC and maintenance of record.

## 8.7 Change of Grade/Re-evaluation

Once grades are published, changes if any shall be allowed in case of totaling and tabulation errors or otherwise. Grade change will be done only after approval of the Chairperson Senate on the recommendation of the SSC/Dean Academic. A request for re-totaling/re-evaluation must be made by the student within ONE month from the date of publication of the result to the HOD/Dean Academic using the **prescribed form** along with the **requisite fee**. The re-totaling/re-evaluation should be completed within FIFTEEN (15) days of submission of application by the student(s). **This clause is applicable only if a student has not seen his answer scripts** due to valid reasons. If the grade change is required due to typos at institution level, the same shall be corrected but needs permission from the Chairperson Senate and the reason for typos should be recorded on file by the Dean Academic before recommending for correction. The office of the Dean Academic shall carry out necessary corrections and issue a fresh grade sheet to the concerned student. In case of correction, the fee charged shall be refunded to the student.

## 9. Grades and Grade Points

The academic performance of a student shall be graded on a **10-point scale**. At the end of the semester a student is awarded a letter grade in each registered course based on her/his performance as per the evaluation criteria/system. The Department/Course Coordinators will follow absolute or relative/statistical grading according to the number of students or otherwise. The awarded grades should be submitted to the office of the Dean Academic within the prescribed time limit as announced in the academic calendar after the End - Term Examination (ETE). The timely preparation and display of final grades shall be the sole responsibility of the Course Instructors/Coordinators in all respects. A meeting of grade moderation committee should be held by the concerned HOD before finalization of the grades by the Course Coordinators. Timely submission of the grades to the office of the Dean Academic/Examination Cell shall be the sole responsibility of the concerned DPGC and HOD.

The letter grades are as given in the table below with values distributed on a 10-point scale.

(Table-9.1: Grades and Grade Points)

Academic Performance	Range of % Marks Score	Grades	Grade Points	Remarks
<i>Outstanding</i>	<i>90 and above</i>	SA	10	
<i>Excellent</i>	<i>85 and above</i>	AA	9.0	
<i>Very Good</i>	<i>80 and above</i>	AB	8.5	
<i>Very Good</i>	<i>75 and above</i>	BB	8.0	
<i>Good</i>	<i>70 and above</i>	BC	7.5	
<i>Good</i>	<i>65 and above</i>	BD	7.0	
<i>Above Average</i>	<i>60 and above</i>	CC	6.5	
<i>Above Average</i>	<i>55 and above</i>	CD	6.0	
<i>Average</i>	<i>50 and above</i>	DD	5.5	
<i>Below Average</i>	<i>40 and above</i>	DE	5.0	
<i>Marginal</i>	<i>35 and above</i>	EE	4.0	
Failed due to absence in End-Term Examination/ poor performance/ academic malpractice/ poor performance in End-Term Examination	Below 35 (Theory) & Below 50 (Practical/ Sessional) (Overall or End-Term Examination)	FP	0	

Insufficient Attendance (failed because of low attendance)	---	FA	0	
Course Incomplete	---	IW	---	Incomplete work
Course Withdrawal	---	CW	---	
Audit Course Pass	---	AP		
Audit Course Fail	---	AF		
Semester Withdrawal	---	SW		

The course(s) in which a student has earned FP/FA grade will be termed as Backlog Course(s). “FP” grade will be awarded for failed due to absence in End-Term Examination/ poor performance/ academic malpractice/ indisciplinary activities or as defined by the Senate from time to time. The procedure and penalties for dealing with academic malpractices/ indisciplinary activities shall be decided by the Senate/Chairperson Senate and will be the part of these rules and regulations.

**‘FA’ grade will be awarded to a student** not fulfilling the mandatory requirement of minimum 75% attendance in any course. S/he shall not be eligible to appear in the Mid/End -Term Examination(s) in that particular course. Such students have to register/repeat the course in which s/he has shortage of attendance, as and when the course will be offered in subsequent semester/summer course or as decided by the Senate/Chairperson Senate on the recommendations of the SUGB.

When a student gets ‘FA’/ ‘FP’ grade in any course during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated by taking 'ZERO grade point' for that course. Once a student passes such course(s), the SGPA for the semester and CGPA at the end of the semester will be recalculated after taking into account the grade obtained.

**‘IW’ grade** refers to an ‘incomplete work’, which is required to be converted into a regular letter grade. A student may be awarded the ‘IW’ grade in a course if s/he has missed the End-Term Examination, for a genuine reason which is in the knowledge of the DPGC/SUGB and the concerned student has done satisfactorily in all other parts. An ‘IW’ grade is not awarded simply because a student has failed to appear in examination(s). The IW grade will not be awarded in a theory course in any case.

If an ‘IW’ grade is awarded in a course, the student may be permitted to take the examination in that subject as and when the next examination will be conducted by the office of the Dean Academic and the Department. The ‘IW’ grade will be converted by the Course Instructor into an appropriate letter grade and communicated to the office of the Dean Academic by the last date specified in the academic calendar. Any ‘IW’ grade exists after the last scheduled date, shall be automatically converted into ‘FP’ grade.

An ‘IW’ grade may be given for major project/seminar/presentation or similar courses on medical grounds/unsatisfactory performance. ‘IW’ Grade awarded for incomplete work will be converted to a regular grade on the completion of the work and its evaluation. In case of project, the student concerned shall present her/his work to the Evaluation Committee for the project latest by EIGHT (08) weeks or before the beginning of the next semester. If the Department feels that a student has to complete her/his project in another semester, the DPGC shall advise the student to get formally registered in the subsequent semester. However, the DPGC of the concerned Departments can decide the evaluation process for such courses or may take the directions from the Dean Academic if necessary.

**‘CW’ grade** refers to withdrawal from the course. If any student chooses to withdrawal a course as per the rules and regulations given here, the student has to register such course(s) in the next semester as and when offered by the concerned Department.

In case of relative/statistical grading, the student must score minimum of 85% for 'AA' grade and minimum 35% for 'DD' grade in a course of study. In case of absolute grading, **Table 9.1** will be followed for the award of grades. The decision of the DFB/DPGC of the Department shall be final and binding on the students. The Department has to minute the recommendation in this regard.

## 10. Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

The letter Grades awarded to a student in the courses (except audit courses) shall be counted towards the calculation of semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) respectively.

The SGPA is an indicator of the overall academic performance of a student in all the courses s/he has registered during a given semester. Similarly, the CGPA indicates the overall academic performance of a student in all the courses registered and successfully earned credits up to and including the latest completed semester/summer term. The formulas and method for calculation of SGPA and CGPA are given below:

### 10.1 Calculation of Semester Grade Point Average (SGPA)

$$SGPA = \left( \sum_{i=1}^n C_i G_i \right) / \left( \sum_{i=1}^n C_i \right)$$

Where,

- $C_i$  Credits of the  $i^{\text{th}}$  course.
- $G_i$  Grade point earned in the  $i^{\text{th}}$  course.
- $i$  1, .....,  $n$  represent the number of courses in which a student has registered in the concerned semester.

### 10.2 Calculation of Cumulative Grade Point Average (CGPA)

$$CGPA = \left( \sum_{j=1}^m C_j G_j \right) / \left( \sum_{j=1}^m C_j \right)$$

Where,

- $C_j$  Credits of the  $j^{\text{th}}$  course.
- $G_j$  Grade point earned in  $j^{\text{th}}$  course.
- $j$  1, .....,  $m$ , represents the number of courses in which a student was registered and has successfully earned credits up to the semester for which CGPA is to be calculated.

#### 10.2.1 Conversion Formula from CGPA to .....% Marks

Overall equivalent % marks = CGPA x 10

#### 10.2.2 General Guidelines for the Award of Grades

The CGPA, SGPA and the grades obtained in all the subjects/courses in a semester will be communicated to every student at the end of every semester. A grade sheet (with total credits) will be issued to every student at the end of the semester.

Both SGPA and CGPA will be rounded off to the SECOND place of decimal and recorded as such. Whenever these grade point averages are to be used for the purpose of determining the inter-semester merit ranking of a group of students, only the rounded off values will be used. At the end of the program, student rank-list may be published by office of the Dean Academic.

## 11. Attendance, Absence and Leave

### 11.1 Attendance Requirement

Attendance in the class is compulsory and will be monitored by the Course Coordinator/Instructor. The Institute expects 100% attendance. However, due to ill health or other emergency situations, absence up to 25% is permissible. A student not having 75% attendance will be debarred from appearing in the end-term examination and will be given a “FA” grade. Such a student is required to register for the course(s) as and when offered. The same attendance requirement is applicable to summer courses too. Attendance of the students shall be monitored and communicated to the student by the course coordinator/instructor during the semester as per the guidelines issued by the SPGB/office of the Dean Academic. In case of exigencies due to illness the Chairperson Senate may relax the attendance requirement up to 10% on the recommendation of the Dean Academic/SPGB/SSC. The medical certificate must be submitted within three days of joining the Institute after illness. *It shall be the sole responsibility of the student to enquire about the attendance in each and every course from the concerned course instructor/course coordinator every month and make sure that the compliance of the attendance requirements in every course is made.*

### 11.2 Absence in End-Term / Mid-Term Examination

If a student is absent during End-Term Examination in any theory course due to medical reasons or other circumstances, s/he will be awarded “FP”/ “FA” grade. Such students shall be considered for supplementary examinations/summer course as per the rules given here. For any course other than theory such as laboratory/ practical/sessional/project etc., the students may be awarded ‘IW’ grade by the Course Coordinator/Instructor. The DPGC of the concerned Department is required to monitor such cases and may advise the Course Coordinator/Instructor. The Convener DPGC is also required to communicate such cases to the office of the Dean Academic and/he can appear in the next examination as per the rules.

A student, who fails to appear in the Mid-Term Examination due to sudden illness or mishap/accident and is supported by valid medical certificate, may be allowed to take another examination preferably within TWO weeks of the Mid-Term Examination with the permission of the concerned Course Coordinator/Instructor with the intimation to the concerned HOD/Convener DPGC. If the course coordinator/HOD/DPGC Convener is not convinced with the reason for absence from the Mid-Term Examination, they may deny to conduct a separate examination for such student(s) and student has to abide with the decision of the Department.

The application for re-examination on medical grounds should be supported by a Medical Certificate of the Medical Officer of the Institute. If, however, a student is outside the campus at the time of illness or a mishap/accident, her/his application should be supported by a Medical Certificate issued by a Medical Officer of the rank of the Deputy Chief Medical Officer or above. In case of private hospital, the certificate must be verified by the Institute medical officer. However, the decision of the concerned DPGC will be final and binding on the student.

The SPGB/office of Dean Academic may issue the guidelines/rules in this regard from time to time as deemed necessary and same shall become the part of these rules and regulation and shall be binding on the students.

### 11.3 Leave

- (i) A full-time M.Tech. student will be entitled to take leave for 30 days per academic year and it is noncumulative in nature.
- (ii) In addition, medical leave (if any) shall be granted in case the student has been hospitalized and leaves are not due. The application for medical leaves has to be supported by admission and discharge certificate issued by the hospital failing which this clause will not be applicable.
- (iii) The student shall be eligible for Maternity/Paternity Leave with Assistantship/Scholarship/Fellowship as per Government of India guidelines.
- (iv) Student shall not be entitled for summer and winter vacations.
- (v) Leave beyond 30 days will be without Assistantship/ Scholarship/ Fellowship.
- (vi) The leave shall be subjected to the approval of the supervisor(s)/Convener DPGC with intimation to the HOD.

**Absence without authorized leave:** This will result in loss of Assistantship/Scholarship/Fellowship for double the period of actual absence from the Institute. It may also result in the termination of the registration on the recommendation of the DPGC and approval of the convener SPGB. In such cases the student has to re-register by paying requisite fine as decided by the Institute. Repeated offence will result in permanent withdrawal of Assistantship/Scholarship/Fellowship and/or termination from the program.

## 12. Exchange Program (Non Degree Student)

For holistic development of students, provision to proceed to other academic and research institutions in India or abroad as non-degree students is available. Such Exchange Programs shall preferably be executed through specific academic MoUs with other institutions or as decided by the Senate/Chairperson Senate on the recommendation of the SPGB. The institution/organization where the student has been permitted to carry out study shall be referred as host Institution. The rules and procedure to be followed for availing this provision are as follows:

- (i) Any PG student who satisfies the following minimum eligibility conditions may proceed to another institution in India or abroad with prior permission of the Senate/ Chairperson Senate on the recommendation of the SPGB:
  - (a) Successful completion of TWO semesters of M.Tech. or THREE semesters of M.Sc. course,
  - (b) NO backlog in any course upto second semester,
  - (c) Permission and undertaking from the parents.
- (ii) For permission to spend time as a non-degree student elsewhere, an eligible student will make an application to the SPGB through HOD/DPGC, duly supported by a statement of purpose to undertake the proposed study/project work and sufficient information about the department/institution for the purposes. The students will be selected by the SPGB as per the guidelines notified by the office of the Dean Academic/Senate.
- (iii) The selected students may be allowed to go to another academic/R&D institution/industry for one or two semester. The DPGC of the Department will determine the courses to be taken by the student in the host institution or through online platform

during the semester and also carry out the evaluation of the courses assigned as per the guidelines/rules issued by the SPGB/Office of the Dean Academic.

- (iv) The DPGC/Evaluation Committee will evaluate the project work, dissertation work, etc. carried out by the student and awards the grade as per the rules.
- (v) Course credits and grades earned will be determined by the DPGC/SPGB based on the grade report received from the host Institution. Such credit points earned/ subjects studied will be included in the grade sheets of the student subject to the approval of the Convener SPGB.
- (vi) Permission to proceed to an institution as a non-degree student does not imply that the student will automatically get any waiver from the academic requirements of the Institute.
- (vii) Exchange Student ordinarily will not be allowed to spend more than two semesters/one year in the exchange program.
- (viii) Exchange Student will also be subjected to the rules and regulations of the host institution, in addition to specific rules and regulations of the host country, if any. The host institution will inform the parent Institute (NIT Sikkim) about any academic or other problems that may arise during the period of stay in the host institution. The host institution will take appropriate action under its established policy and procedures, in consultation with the parent Institute to deal with such problems.
- (ix) An exchange student will continue to be treated as full-time student of the Institute. S/he shall be considered as full/part-time “exchange” student at the host institution. The exchange student will continue to pay tuition and other academic fees of the parent Institute. In addition, s/he may have to pay course specific fees that may be levied by the host institution. Any costs like living costs, travel, hostel and mess etc. shall be borne by the concerned student. NIT Sikkim shall not reimburse/bear any expense/cost in this regard.
- (x) It shall be the sole responsibility of the student concerned to abide with the rules and regulations of the host institution where s/he is undergoing for exchange program and has to fulfill the requirements of indemnity to NIT Sikkim as decided by the Senate or SPGB.

All matters related to the exchange student have to be reported to the Senate by the SPGB.

## 13. Academic Performance Requirement

### 13.1 Minimum Requirement for Award of the Degree

A student is required to earn the requisite credits prescribed for a program to be eligible for the award of the degree. The credits for the courses in which a student has obtained minimum passing grade or higher grade shall be counted towards the credits earned by her/him.

For conferment of degree, student has to fulfill the following requirements:

- (i) The student should have registered and passed all the courses prescribed for the degree under the general institutional and departmental requirements.
- (ii) The student should have satisfactorily fulfilled other academic requirements like practical training, seminar, projects, dissertation work, etc. as specified for the discipline.
- (iii) The student should have paid all the Institute dues.
- (iv) The student should have no indisciplinary pending case against her/him.
- (v) The student should have completed minimum requirements of credits.



- (vi) Any other requirement specified by the SPGB/Senate from time to time.

### 13.2 Maximum and Minimum Duration

13.2.1 The minimum and maximum permitted duration of each academic program will be determined in terms of number of registered regular semesters, hereafter called registered semester. Any semester in which a student has registered for the course will be called a registered semester subject to the following:

- (i) Each academic year shall consist of two semesters and only the first and second semesters of an academic year can be the registered semester.
- (ii) A semester when a student has been granted semester withdrawal/semester leave will not be considered as a registered semester.
- (iii) The Semester when the student is suspended from the Institute on disciplinary ground or otherwise will not be counted towards the number of registered semesters.
- (iv) A semester in which a student is allowed by the Institute to undergo full semester internship/exchange program will be counted as a registered semester.

13.2.2 The minimum and the maximum permissible registered semester for completing all degree requirements are defined below:

Academic program	Minimum number of registered semesters	Maximum number of registered semesters
M.Tech./ M.Sc.	4	8

The Maximum duration for a student for complying with the Degree Requirement is FOUR years (including semester withdrawal/semester leave/suspension period) from the date of first registration for her/his first semester. A student failing to complete the program even within the maximum duration specified may be allowed by the Senate to continue depending on the merits of the case.

### 13.3 Academic Probation

- (i) The students on probation will be mentored by a faculty member, identified by the Department, who is expected to monitor the students in a personalized manner. Normally, no more than 2-3 students shall be assigned to a mentor. The Head of Department and DPGC/APEC shall appoint mentor(s) at the beginning of an academic session.
- (ii) A meeting of the mentors and HODs shall be convened by the Dean Academic at the beginning of each semester to coordinate and ensure effective implementation.
- (iii) A student on probation is expected to be in close contact with the mentor by meeting her/him at least twice every week or as advised by the mentor for the entire period of her/his probation.
- (iv) The mentor in consultation with the parents and student, will make specific academic plan for her/him. The mentor is expected to:
  - (a) Closely interact with the poor/weak students and her/his parents.
  - (b) Formulate individualized academic plan.
  - (c) Manage and track counseling process of the student, if any, in coordination with the Convener DPGC/APEC.
  - (d) Approve course registration in a semester in consultation with the DPGC.
  - (e) Coordinate and process the recommendation/appeal for termination/continuation in the program in consultation with the Head of the Department/ Dean Academic.



- (f) Periodically report to the DPGC/APEC about the progress etc. of such students.
- (v) At the time of registration for a semester, the student meets her/his mentor (if possible with parents) to:
  - (a) Identify specific problems and ways to mitigate the same.
  - (b) Formulate an academic plan and target(s) for the semester.
  - (c) Assist HOD in the processing of the student's appeal against termination, if applicable.
  - (d) Approve the course registration of the student in a semester in consultation with the DPGC.
- (vi) While considering any appeal from an academically poor/weak student for continuation of her/his registration, the Dean Academic will consider the following:
  - (a) Whether s/he met her/his Mentor Faculty as per the schedule on regular basis.
  - (b) Recommendation of the concerned DPGC/APEC.
  - (c) Registration of a student under probation will not be approved for the next semester if, s/he does not comply with the process of meeting the mentor. S/he will then be required to withdraw from the semester or may be given a year back.

A Summary of the poor/weak student's performance will be maintained by the Departments and DPGC/HOD shall be responsible to maintain the report of such students in a register and same will be made available to course coordinators/instructors of the courses in which the student is currently registered. The course coordinators/instructors should take the cognizance of their report during their teaching plan. The APEC will monitor all academically poor/weak students and keep their records.

## 14. Termination of Registration/Enrolment from the Program

- 14.1** The registration/enrolment of a student from the Postgraduate program (M.Tech./M.Sc.) may be terminated by the Senate, if s/he is:
- (i) A first year student, who is continuously absent from the classes for more than four weeks without authorized leave,
  - (ii) Absent without authorized leave of absence for a major part of the semester and does not appear in the end-term examination of the courses in which s/he is registered,
  - (iii) Fails to report and register,
  - (iv) Involved in indiscipline activities/ violation of the code of conduct such as ragging, etc.

The Faculty Advisor/Course Instructor/Course Coordinator shall bring it to the notice of the concerned HOD/Convener DPGC as the case may be. It is desirable that the concerned Department should send the absence report with warning to the students and parents after FOUR weeks. The concerned Department should send the report of all such cases to the Dean Academic in time. The Dean Academic has to prepare the case and will convene the meeting of the SPGB/Senate at the earliest possible to take the decision in this regard. The communication regarding termination of the enrolment/admission of student shall be issued by the office of the Dean Academic on the recommendation of SPGB and copy of the same will be sent to the parents.

- 14.2 Appeal against Termination:** A student, whose enrolment has been terminated, may appeal to the Dean Academic giving appropriate reasons for reconsideration within FIFTEEN (15) days from the date of issuance of the termination letter. The appeal will be disposed off by the office of the Dean Academic within FIFTEEN (15) days. If the appeal is considered in the favor of the

student, her/his registration and enrolment shall be restored with fine as decided by the Dean Academic/SPGB and has to pay the requisite fee of the Institute.

## 15. Degree and Transcript

### 15.1 Award of the Degree

A student who completes all the requirements of the degree shall be recommended by the Senate to the BOG for the award of the degree in the ensuing convocation. The degree can be awarded only after the BOG accords its approval.

### 15.2 Withdrawal of the Degree

Under extremely exceptional circumstances, where gross violation of the requirements of the degree/misuse of degree is found at any stage, the Senate may recommend to the BOG for withdrawal of the degree already awarded. The notification for the same shall be issued by the office of the Dean Academic appropriately.

### 15.3 Transcripts, Degrees and Other Certificates

Each student shall be given transcripts/grade cards and degree. The Institute will charge nominal amount for issuances of additional transcripts, duplicate degree/grade cards, various certificates, documents/document verification, etc. on request of the student. The amount to be charged for each shall be decided by the Dean Academic/SPGB/Senate from time to time.

## 16. Medals

### 16.1 Award of Medals

#### (i) The Director's Gold Medal:

The student(s) with excellent academic as well as non-academic (co-curricular and extra-curricular) record during her/his course of study shall be considered for the award of the Director's Gold Medal. The students should have no irregularities during the program (completed degree in stipulated time, should have passed each course in first attempt and has no disciplinary action against her/him, and so on). For PG programs, the significant research contribution made by the student shall also be one of the important criteria. The decision of the committee constituted by the Chairperson Senate for this purpose shall be final and binding on the students. The committee shall decide the eligibility criteria and thereafter finalize the name of the medalist and recommend the same to the SPGB. The SPGB shall review the recommendation and place the same to the Senate/Chairperson Senate for the approval. This medal shall be awarded where the number of program in each stream (M. Tech. / M. Sc.) shall be more than two. The medal shall be awarded only if the Committee/SPGB/Senate deemed fit for that academic session.

#### (ii) The Departmental Gold Medal:

Branch/discipline wise Gold Medal will be awarded to a student in each branch/discipline, irrespective of the recipient of the Institute Gold Medal. The student(s) with the highest CGPA score in the Department and have no irregularities during the program (completed degree in minimum stipulated time, should have passed each course in the first attempt and has no disciplinary action against her/him, and so on) will be considered. The final

nomination shall be on the recommendations of the SPGB and to be approved by the Senate/Chairperson Senate.

The minimum requirement for any medal to be awarded shall be minimum 10 students and CGPA should be more than 8.5 (Eight point Five).

Any other medal sponsored from any organization, Industry or Individual will also be awarded. The categories, rules etc. will be as per the decision of the Institute based on the approval of the Senate/Chairperson Senate.

## **17. Student Conduct, Discipline, Academic Malpractices and Disciplinary Procedure**

**There is a separate manual for the above and shall be considered as part of these rules and regulations.**

## **18. Miscellaneous**

### **18.1 Course Fee Structure**

The course fee structure contains components of fees as applicable at the time of admission and subsequent registrations. The fee structure may change as per the directives of MoE, Govt. of India/Institute from time to time as decided by the Senate and approved by the BOG. The fees charged in each semester shall be referred as the Institute fee.

### **18.2 Hostel Fees**

The hostel fee is charged for accommodation and other facilities in the hostel and shall be decided by the Senate.

### **18.3 Mess Charges**

The mess fee will be collected to meet the cost of food and miscellaneous mess charges from boarders. The mess facilities will be managed by the students' mess committee under the supervision of the Dean Student Welfare/Associate Dean Student Welfare/Chief Wardens/Wardens.

The detailed rules and regulation related to the hostel/mess matters shall be available with the office of the Dean Student Welfare and may change/update from time to time.

### **18.4 Caution Money Deposit**

An amount shall be collected from the students at the time of admission as caution money deposit. The caution money shall be charged as part of the Institute fee, Hostel fee and Mess charges separately. This deposit or its part thereof shall be refunded without interest after completion of course of study or as the case may be. In case of course withdrawal by a student, the same shall be refunded fully or partially after submission of clearance/No-dues form. In case of any financial penalty/fine is imposed on the student during her/his period of study and if s/he has not deposited the same in time, the due amount shall be deducted from the caution money deposit or both as the case may be. The students exempted from hostel and/or mess shall not be required to pay the caution money, however, the same shall be charged as and when the students become the boarder of the hostel and/or avail mess facilities. The decision of the Dean Student Welfare shall be final and binding in this respect.

### 18.5 Tuition Fee Remission

The tuition fee waiver/remission shall be applicable as per the notifications/directions of the MoE, Govt. of India, issued from time to time.

### 18.6 Refund Policy

For newly admitted students, the guidelines of the Admission authority/ Board shall apply for refund of any amount and NIT Sikkim shall not be responsible for any delay or non-refund of the same. Beyond that, the rules of NIT Sikkim are as follows:

- (i) If a student chooses to withdraw from the program of study in which s/he is enrolled, NIT Sikkim will follow the following steps for the refund of the fees paid by the student:
  - (a) If a student withdraws from the Institute after the Registration/Reporting at NIT Sikkim, s/he needs to submit a withdrawal request through a completely filled-in application form as prescribed by the Institute along with the 'No-Dues' (form available with the office) from all the concerned offices/Departments/Sections, etc. Only after compliance of above and the approval of the Dean Academic, the following deposits maybe refunded after deduction of dues, if any:
    - Institute Caution Money.
    - Hostel Caution and Mess Caution Money (if applicable).
    - Any other admissible refund.
  - (ii) If student deposits excess amount, s/he has to submit a request in writing to the concern office for refund within one month of such deposits. The concerned office will process the request and the excess amount will be refunded as per the rules of the Institute.

**Note:**

- *The refund, if any will be made after the completion of the entire admission process and after the receipt of the admission fees from the admission authority/board (i.e. fees submitted directly to the admission authority/ board by the student).*
- *Also, the Institute will follow the refund rules for fees as per the MoE, Government of India guidelines notified from time to time.*
- *In case of natural or accidental death and major causalities of the student, the refund rules/clauses shall be applicable to the extent as given above.*
- *In any case, no interest shall be paid on any amount to be refunded.*

## 19. General

Notwithstanding anything contained in this manual of rules and regulations, the Senate of the National Institute of Technology Sikkim, reserves the right to modify/amend any rule and regulation without notice. The amended rules and regulations shall be applicable as decided by the Senate. All categories of the students/candidates shall be governed by the rules and regulations, procedures laid down by the Senate from time to time.

## 20. Interpretation


Any doubt or dispute arising out of interpretation of any rule and regulation shall be referred to the Chairperson Senate/Senate whose decision shall be final and binding. Notwithstanding all

that has been stated above, the Senate reserves the rights to modify/clarify any of the rule, regulation and procedure laid down from time to time.

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**Format for M.Tech. Dissertation**

<b><i>Binding and Printing on Cover Page</i></b>	
Cover Binding	Hard Binding
Color of Cover Page	Light Blue (in RGB model: Red-153, Green-204, Blue-255)
Margin Top	4 Cm
Margin Bottom	4 Cm
Margin Left	4 Cm
Margin Right	2 Cm
Printing on the Top of Cover	Title of the Dissertation in capital letters (24 font size) Times New Roman Name of the candidate in capital letters (16 font size) Times New Roman
Cover Page	<p><b>TITLE OF DISSERTATION</b></p> <p><i>by</i></p> <p><b>NAME OF AUTHOR</b></p> <p><b>DISSERTATION</b></p> <p>submitted for partial fulfillment for the award of the Degree of</p> <p><b>Master of Technology</b></p> <p><i>in</i></p> <p><b>Discipline</b></p>  <p>DEPARTMENT OF .....</p> <p><b>NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM</b></p> <p>Month Year</p>
Printing on the Binding Edge	The binding edge of the jacket should contain the title (at the top), the name of the author (at middle) and year (at bottom)
<b><i>Inside Typing, Printing and Contents</i></b>	
Typing	In 1.5 (one and half) space between two lines, Font size 11 in Times New Roman
Printing	Single side printing
Margin Top	3 Cm
Margin Bottom	3 Cm
Margin Left	4 Cm
Margin Right	2 Cm
Quality of Paper	Good quality bond paper
Size of Paper	29 Cm long, 23 Cm wide (A4)
Figure/Diagram	Suitable reproduction of Indian-ink diagrams should be used. Photographs should be suitably mounted on the same quality paper as the dissertation.
Contents	(i) Printing of cover to be repeated on first page
	(ii) Certificate of the supervisor(s)

	(iii) Certificate regarding Classified data, if any
	(iv) Acknowledgement (Report/Dissertation not to be dedicated to any relative)
	(v) Table of Contents
	(vi) List of Figures
	(vii) List of Tables
	(viii) List of symbols and abbreviations, if any.
	(ix) Abstract  To convey briefly the content of the dissertation to draw attention to all new information and to the main conclusions. It should be factual and should be suitable for copying, quoting or indexing by information services.
	(x) Chapters  The text should have suitable Chapter number, titles and sub-titles with pages numbered at the top right hand corner 1 cm from top and 1 cm from right edge. First chapter should be Introduction and the last chapter should be Conclusions and Future Work.
	(xi) List of Publications  Same formats as of References
	(xii) References  Either the Harvard system, in which the names and dates given in the body of the text and the references to be alphabetically listed at the end of the dissertation or a system in which numbers are inserted in the text e.g. [3], and references to those are given at the end of the dissertation as in BIS system such as IEEE.
	(xiii) Appendices