NITTTR CHENNAI

POSTGRADUATE DEGREE PROGRAMMES

REGULATIONS
2024

(Amended up to November 2025)

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH

Institution Deemed to be University under Distinct Category
A Centrally Funded Technical Institute
Ministry of Education, Government of India
Taramani, Chennai - 600 113

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ACADEMIC REGULATIONS 2024

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1   INTRODUCTION

National Institute of Technical Teachers Training and Research, Chennai is one of the oldest established Institutes by Ministry of Education, Government of India to impart faculty development programme to in-service teachers. The government has set up three more NITTTRs subsequently. Established as Technical Teachers Training Institute (TTTI) in 1964, it was renamed "National Institute of Technical Teachers Training and Research Chennai" in 2003. It was then accorded the status of a University with powers to decide its own academic policy, to conduct its own examinations, and to award its own degrees on February 22, 2024. The institute offers M. Tech. programmes and an MBA programme. Provisions of these regulations shall come to force with effect from the academic year 2024-25 and shall be applicable to all postgraduate programmes offered by the institute including any new postgraduate programme that may be introduced in future. The Centre for Academic Studies and Research (CASR) shall coordinate the admissions and the relevant academic procedures for the duration of the completion of the postgraduate study.

2   ADMISSIONS

2.1   Eligibility for Admission

Admissions for the postgraduate programmes are regulated by NITTTR Chennai following the reservation norms of the Government of India. Faculty members, aspiring teachers, industry professionals and students can apply for postgraduate programmes. Preference is given to faculty members from polytechnics and engineering institutions.

S. No.	Department	Programme	Eligible Degrees
1.	Civil Engineering	M.Tech. in Infrastructure Engineering and Management	B.E./ B.Tech. in Civil Engineering
2.	Mechanical Engineering	M.Tech. in Mechatronics	B.E./ B.Tech. in Automobile/ Electronics and Communication/ Electrical and Electronics/ Manufacturing/ Mechanical/ Mechatronics/ Production Engineering
3.	Electronics and Communication Engineering	M.Tech. in VLSI Design and Embedded Systems	B.E./ B.Tech. in Electrical/ Electrical and Electronics/ Electronics/ Electronics and Communication/ Instrumentation Engineering
4.	Electrical & Electronics Engineering	M.Tech. in Power Electronics and Drives	B.E./ B.Tech. in Electrical/ Electronics/ Electronics and Communication Electrical and Electronics/ Instrumentation Engineering

5.	Computer Science and Engineering	M.Tech. in Artificial Intelligence and Machine Learning	B.E./ B.Tech. in Computer and Communication/ Computer Science/ Electronics and Communication/ Information Technology/ Software Engineering BS Program of 4 years (any Branch of Engineering), M.Sc. (any discipline), M.C.A., M. Statistics.
6.	Educational Media and Technology	M.Tech. in Augmented and Virtual Reality	B.E./ B.Tech. in any Engineering/ M.Sc. in Computer Applications/ Mathematics/ Statistics/ Visual Communication or related field/ MCA
7.	Education	M.Tech. in Engineering Education	B.E./ B.Tech. in any Engineering/ Faculty members of STEM Education
8.	Rural and Entrepreneurship Development	MBA in Business Analytics	Bachelor's degree of minimum 3 years duration from a recognized university

2.2 Salient Features of the Postgraduate Programmes at NITTTR Chennai

2.2.1 The M.Tech. and MBA programmes at NITTTR Chennai are designed with a fractal academic structure that ensures modularity, flexibility, and personalization in learning. Under this model, admitted faculty members and students shall undergo structured training at NITTTR Chennai and progressively earn credits to satisfy the degree requirements.

2.2.2 The programmes incorporate Multiple Entry and Multiple Exit provisions, allowing learners to exit with a Postgraduate Certificate after six months or a Postgraduate Diploma after one year, provided the prescribed coursework for the respective period has been successfully completed.

2.2.3 A hallmark of these programmes is their industry-integrated approach. Regular feedback from industry partners is obtained to review and update the curriculum in accordance with contemporary technological and professional needs. Industry sponsors also contribute significantly to the definition and execution of project work, thereby fostering practical, application-oriented learning.

2.2.4 The programmes further emphasize an interdisciplinary and outcome-based framework, enabling the integration of knowledge across disciplines. Learners benefit from access to state-of-the-art infrastructure, advanced learning resources, and digital learning tools that support immersive and collaborative learning experiences.

2.2.5 The curriculum promotes experiential and research-driven learning, encouraging participation in collaborative projects and providing opportunities for global and industrial exposure. Credits earned through NITTT modules may also be transferred towards the M.Tech. in Engineering Education, facilitating professional growth for faculty participants.

Overall, the programmes exemplify a forward-looking model of postgraduate education that combines flexibility, interdisciplinarity, industry relevance, technological sophistication, and global engagement to prepare learners for leadership in academia, research, and professional practice.

2.3 Admission Procedure

2.3.1 Admissions are usually called for in April/ May every year. Candidates shall apply through the academic portal in the institute's website under two categories – Regular or Working Professional by completing the process of registration for the entrance test. Candidates possessing valid scores in national level entrance examinations conducted by the Government of India or its recognized agencies shall be exempted from the institutional entrance test.

2.3.2 Applicants who have completed or are expected to complete (i.e., final year Undergraduate/ Postgraduate students) all requirements of the qualifying degree including examinations, thesis evaluation, and viva voce may be considered for admission upon submission of a declaration to that effect. Failure to fulfil this condition shall result in the cancellation of admission. Proof of successful completion of Undergraduate/ Postgraduate degree (Course Completion Certificate/ Provisional Certificate/ Degree Certificate) shall be submitted at the time of admission for verification.

2.3.3 Faculty members and Working Professionals with the qualifying degrees shall submit a No Objection Certificate (NOC) from Competent Authority of the employer in the prescribed format during the time of admission.

2.3.4 Candidate(s) whose selection is approved by the Head of the Institution shall be admitted to the M.Tech./ MBA programme of the Institute upon payment of the prescribed fees.

2.3.5 A maximum of ten Quality Improvement Programme (QIP) scholars (faculty members recommended by the National QIP coordinator) per programme may

be admitted to selected M.Tech. postgraduate programmes on a regular (full-time) basis. Full-time QIP scholars shall satisfy the conditions regarding admissions that may be prescribed by the Institute.

2.3.6 A quota of 5% seats per Postgraduate programme is reserved for Ex-servicemen, serving defence personnel and their dependents, relaxing the roster criteria. In the event that any of these reserved seats remain unfilled, they shall be reallocated as per the institution's existing admission norms without affecting the regular intake. Eligible beneficiaries under this category will be entitled to a 25% waiver on tuition fees, subject to compliance with prescribed eligibility criteria.

2.4 Admission Procedure for Foreign Students

2.4.1 Candidates with foreign degrees shall obtain an Association of Indian Universities Equivalence Certificate to have their qualifications recognized as equivalent to Indian degrees.

2.4.2 Candidates nominated by foreign Governments may be accepted to postgraduate programmes, without any further test/ interview, if their request for admission is routed through the Ministry/ agency of the Government of India.

2.4.3 The tuition fee, for nominees of foreign Governments, may be fixed at five times the rate paid by Indian students.

3 STRUCTURE OF POSTGRADUATE PROGRAMMES

3.1 Academic Session

The academic year follows a trimester pattern. The fractal mode of postgraduate programmes shall be offered in trimesters.

- Trimester 1: September to December
- Trimester 2: January to April
- Trimester 3: May to August

3.2 Curriculum

All postgraduate programmes shall have a curriculum with syllabi consisting of Core Courses, Mandatory Courses, Professional Elective Courses, Open Elective Courses, Audit Courses, Laboratory and Project Work. The flexible curriculum system is applicable as prescribed by the respective Boards of Studies in the curriculum and syllabi and approved by the Academic Council. A SWAYAM course not included in the

approved list of elective courses may be permitted, provided its relevance to the Postgraduate programme is established and prior approval is obtained from the Chairman, Academic Council, through the Dean (Academics & Research) and the Head of the Department concerned. All such approvals shall be submitted to the Academic Council for ratification.

3.3 Credit Requirement

3.3.1 The total credit requirement for successful completion is 80 credits (NCrF Level 7.0) within a duration of 2 years for all M.Tech. programmes. A total of 40 credits has to be earned every academic year with suitable credit allocation in every trimester. The total credit requirement for MBA programme is 102 with 51 credits per year. The curriculum for all the postgraduate programmes shall contain a minimum total number of credits for the successful completion of the programme as follows:

Programme	Minimum Credit for the courses	Credit for Project Work	Minimum Total credits required
M.Tech.	60	20	80
MBA	90	12	102

3.3.2 A three credit lecture based course, for instance, shall involve about 45 hours (Lecture and Assessment) spread through the course of study. A typical 3 credit course consists of 45 lecture hours, and NITTTR Chennai has also proposed to offer programmes at micro-credit levels such as 0.5, 1, 1.5, 2, 3, and 4 credits, corresponding to 7, 15, 21, 30, 45, and 60 contact hours, respectively.

3.3.3 Laboratory courses in the postgraduate programme aim to develop practical and research-oriented skills. Each course shall be conducted under the supervision of a faculty member as per the prescribed schedule. Students shall perform experiments as assigned, maintain certified laboratory records, and adhere to safety norms. Attendance in all sessions is mandatory. Evaluation shall include internal assessment and an end-trimester practical examination as per Institute regulations.

3.3.4 For the elective courses, a student may be permitted by the Head of the Department (subject to the consent of the Course-handling Faculty offering the said course concerned) to take a maximum of 2 elective courses from among the elective courses of other Postgraduate programmes. Further, the Course-handling Faculty shall offer an elective course, if more than five students have opted for the course.

3.3.5 Project work for the postgraduate programme shall be undertaken during the fifth and sixth trimesters. It shall generally be carried out under the supervision of a faculty member from within the Institute. However, with the recommendation of the Head of the Department and prior intimation to the CASR, a student may be permitted to pursue the project in an industrial or research organization during the project trimesters. In such cases, the faculty member from the Institute shall serve as the Internal Guide, and the expert from the host organization shall serve as the External Guide. The External Guide shall possess at least a postgraduate qualification in the relevant or allied discipline.

Before the commencement of the project, the Internal Guide and the Head of the Department shall ensure that all Intellectual Property Rights (IPR) related matters are properly discussed and resolved. At the end of each project phase, the student shall submit a formal project dissertation. The final date for submission shall be the last working day of April and August for Project Phase-I and Project Phase-II, respectively. These deadlines shall be strictly enforced. In case of delay, the student may appeal to the Dean (Academics and Research), through the Guide and the Head of the Department, citing valid reasons for consideration.

3.3.6 The Board of Studies (BoS) of the concerned Department shall determine the total credit requirements, the trimester-wise distribution of courses and credits, and the detailed syllabi for all M.Tech. and MBA programmes from time to time and shall recommend the same to the Academic Council for consideration and approval.

3.4. SWAYAM Courses

Enrolment in Postgraduate level SWAYAM courses is encouraged for a maximum of 40% (as per UGC norms) of the credits during the entire programme, especially for Mandatory/ Audit/ Open Elective/ Professional Elective courses. SWAYAM courses shall

be enrolled in the trimester when the course is offered by the SWAYAM platform. Students opting for SWAYAM courses shall ensure timely registration in the respective courses individually. The internal assessments shall be conducted by the designated faculty member at our institute, and the End Trimester Examination shall be held immediately upon the offering of the course on the SWAYAM platform. The credit earned through the course shall be transferred to the trimester in which it was offered. New SWAYAM courses that are relevant to the curriculum, previously not included in the syllabus can be offered in the specific trimester based on the approval of the PG Coordinator, Head of the Department and CASR.

3.5   Internship/ Industrial Training

The students are encouraged to undergo internship in a reputed industry or Government R&D Organizations or Institutes of National Importance with prior approval from the Centre for Academic Studies and Research. A report has to be submitted to the Head of the Department through the PG Coordinator at the end of the Internship.

Industrial training carrying 4 credits (60 hours) shall be undertaken in collaboration with industries or through industrial training programmes organized by NITTTR Chennai. The training shall be conducted for a minimum duration of 10 days, with 6 hours of engagement per day. It may be completed either in two slots of five days each or in a single continuous slot of ten days.

3.6   PG Coordinator

The Head of the Department shall assign a faculty member every year for each postgraduate programme as PG Coordinator to help the students in planning their courses of study and for getting general advice regarding either the academic programme or any other activities.

3.7   Class Committee

The Class Committee shall consist of all faculty members handling courses in a particular trimester, along with two student representatives (preferably one male and one female) from the concerned programme. A senior faculty member of the Department, preferably not offering any course to that class, shall serve as the Chairperson. The Committee shall be constituted by the Head of the Department within ten days from the

commencement of classes. The proceedings of the Class Committee shall be conducted earnestly, and the minutes of each meeting shall be properly documented and maintained.

The functions of the Class Committee shall be as follows:

- The Class Committee shall meet twice during the trimester. The first meeting shall be held within one week from the date of commencement of the trimester in which the nature of the broad assessment procedure for the different courses shall be discussed. The second meeting shall be held one week before the end of the trimester to meaningfully interact and express opinions and suggestions to improve the effectiveness of teaching learning process and analyze the performance of the students in the assessments. The Chairperson of the Class Committee shall send the minutes of the class committee meetings to the Dean (Academics and Research) through the Head of the Department, immediately after the Class Committee meetings.

- During the first meeting of the Class Committee, faculty members shall submit their respective course plans to the Class Committee Chairperson and Head of the Department for approval.

- Any course plan not agreed by the Class Committee or the Head of the Department shall be referred to the Chairperson, Academic Council for approval.

4   ACADEMIC SCHEDULE

The postgraduate programme is designed with flexibility to accommodate both regular students and working professionals and may be conducted during mutually convenient weekends, weekdays, or vacation periods. Every credit is covered through 15 hours of contact mode classes including two internal assessments and laboratory courses of 2 credits shall be conducted in contact mode for 30 hours.

4.1   Course Plan

4.1.1   Every course shall have a course plan prepared by the Course-handling Faculty well before the start of the trimester. The course plans for all the courses shall have details of the overview of the course, course objectives, course outcome, course teaching learning activities, and course assessment methods and reassessment policy.

4.1.2 Each course shall have tailor made assessment models viz. group tasks, assignments, report on field visit, quizzes, open book tests, laboratory exercises, mini project and end trimester examination, etc. The course plan shall contain details of attendance requirements, academic integrity and plagiarism and information on study materials.

4.1.3 The course plan, after due approval by the Class Committee Chairperson and the Head of the Department offering the course, shall be uploaded in the academic portal. The course plan for all the courses offered by the Institute shall be available in the academic portal for reference for the faculty members and students.

4.2 Registration and Enrolment

A student shall register at the beginning of each trimester for the courses he/she intends to undertake during that period. The registration process involves:

- Submission of a duly approved course registration form within the prescribed registration date.
- Payment of fees for that trimester and clearance of any outstanding dues of the previous trimester, if any.

A student shall be eligible for subsequent enrolment only if he/she has paid the prescribed fees and pending dues including hostel fees and is not debarred from enrolment by a disciplinary action of the Institute and cleared the minimum academic requirement. Under extraordinary circumstances, if a student is unable to register on the scheduled date, he/she may be permitted to do so subsequently with valid reasons and supporting proof, subject to the approval of the PG Coordinator, Head of the Department, and Dean (Academics and Research).

4.3 Withdrawal from Course or Programme

4.3.1 If a student wishes to temporarily withdraw from a specific course in a trimester due to extraordinary reasons, permission shall be given to complete the course along with the next batch of students when the same course is offered. The student shall complete the course registration again with permission obtained from the concerned PG Coordinator, Head of the Department and Dean (Academics and Research).

4.3.2 A student admitted to the postgraduate programme may be permitted to temporarily withdraw from the Institute for a period of one or more trimesters on genuine and valid grounds. The student shall submit an application for such withdrawal to CASR within fifteen days from the commencement of the trimester or from the last date of attending classes, clearly stating the reasons and enclosing relevant supporting documents.

Only one instance of temporary withdrawal shall be permitted during the entire duration of the programme. Upon rejoining the programme, the student shall be required to pay the tuition and other applicable fees for the trimester in which rejoining takes place.

4.3.4 If a student wishes to withdraw from the postgraduate programme due to valid reasons, he/she shall submit the request through the concerned PG Coordinator, Head of the Department to CASR to enable timely processing of refund as per AICTE guidelines. Any fees not mentioned as refundable, including the application fee, shall remain non-refundable under all circumstances. The student shall also apply for transfer certificate and other procedures without delay.

4.3.5 If a student withdraws before the commencement of classes, the institute shall refund the entire fee after deducting a maximum processing charge of ₹1000/- (Rupees One thousand only). If withdrawal occurs after the programme has begun and the seat is filled by another candidate before the last date of admission, the fee shall be refunded after proportionating deductions for the period attended. If the seat remains vacant, only the caution deposit will be refunded.

4.4 Leave Rules

Students shall be entitled to the following kinds of leave during the academic year, counted from the date of commencement of the session concerned as prescribed in the academic calendar:

• Casual Leave: 2 days per trimester.

• Medical Leave: Not exceeding 10 days per academic year on producing medical certificate from Medical Officer of the institute/ Chief Medical Officer of the Government hospital.

• Maternity Leave: Female students are allowed for 3 months of maternity leave.

5 EXAMINATION PROCEDURES

5.1 Internal Assessment

For all theory, laboratory courses, theory-cum-practical courses, seminar, project work and internship, the internal assessment shall be conducted as per the procedure given below:

5.1.1 For theory courses, a minimum of two assessments each carrying 100 marks including Individual Assignment/ Case study/ Mini project/ any other experiential learning and Test shall be conducted during the trimester by the Department concerned. The total marks obtained in all assessments shall be reduced for 50 marks.

5.1.2 For laboratory courses, the Internal Assessment shall carry a weightage of 60%. Each practical exercise or experiment shall be evaluated based on the student's performance in conducting the experiment and maintaining proper laboratory records. At least one test shall be conducted during the course. The Internal Assessment marks shall be computed as follows: 75 marks shall be allotted for the successful completion of all prescribed laboratory experiments, and 25 marks shall be allotted for the test, together constituting 60% of the total evaluation. The remaining 40% weightage shall be assigned to the End Trimester Examination which will be conducted by the course-handling faculty.

5.1.3 For theory-cum-practical courses with theory component, weightage of internal assessment and End Trimester Examination marks shall be 50% each. The procedure for the conduct of internal assessments for theory-cum-practical courses shall be as per the clauses 5.1.1 and 5.1.2. The weighted average shall be converted into 50 marks for Internal Assessment.

5.1.4 The Seminar considered for 100 marks shall be evaluated through internal assessments based on the report (40 marks), presentation (40 marks) and a viva-voce (20 marks). The assessments shall be conducted by the Course-handling Faculty for Seminar. The marks shall be awarded to the students based on their relative performance.

5.1.5 The final evaluation of the Project Work shall be conducted by a Committee constituted by the CASR, comprising the following members:

• Head of the Department – Chairperson

• Project Guide(s) – Member(s)

• One senior faculty member from another Department – Member

For the Viva-Voce examination, an external expert shall also be invited to serve as a member of the Committee. Each Department shall have one such Committee for the evaluation of postgraduate project works.

5.1.6 At the end of Industrial/ Practical training/ Internship/ Project, the student shall submit an attendance certificate from the organization where he/ she has undergone training and a brief report. The evaluation shall be made based on this report (60% weightage) and a viva-voce examination (40% weightage), conducted by a Three Member Committee constituted by the Chairperson of the Academic Council consisting of PG Coordinator and two experts from the Department. The Certificates submitted by the student shall be attached to the mark list sent by the Head of the Department.

5.1.7 Students absenting from internal assessment(s), for genuine reason, in any theory course may appear for reassessment with prior permission from the Course handling faculty and PG Coordinator. A student shall be permitted to appear for reassessment only once during the entire duration of the programme.

5.2 Attendance Requirements for Completion of a Trimester

5.2.1 Every student is expected to maintain 100% attendance in all classes. However, to accommodate unavoidable circumstances, a minimum of 75% course wise attendance in a trimester shall be required to become eligible to appear for the End Trimester Examinations in any given course. No student shall be permitted to take the examination with attendance below this prescribed limit.

5.2.2. A student whose attendance in a course falls between 65% and 74% in a trimester may be permitted to appear for the examinations on medical grounds, subject to the recommendation of the Class Committee, based on the submission of a valid medical certificate, and with the approval of the Chairperson of the Academic Council.

5.2.3 A student securing less than 65% attendance in a course shall not be permitted to appear for the End Trimester Examination and shall be required to repeat the respective courses when they are offered in the subsequent trimester.

5.2.4 Course withdrawal may be permitted for students with valid reasons, subject to prior approval of the CASR, based on the recommendation of the Course-handling Faculty, PG Coordinator, and Head of the Department.

5.3   End Trimester Examination

There shall be an End Trimester Examination of 3 hours duration in each lecture based course. For the practical examinations (including project work), both internal and external examiners shall be appointed by the Institute. Students shall pay examination fee for the enrolled courses and dues prior to exam registration.

5.4   Weightage

The following shall be the weightage for different courses:

S. No.	Type of Course	Internal Assessment	End Trimester Examination
(i)	Theory courses / Theory-cum-practical courses	50%	50%
(ii)	Laboratory based courses	60%	40%
(iii)	Project work	60%	40%
(iv)	Industrial training/ Practical training/ Seminar	100%	-
(v)	Internship	60%	40%

5.5   Examination Schedule

5.5.1 The End Trimester Examination shall be conducted during the last two weeks of each trimester as per the academic calendar.

5.5.2 A student may be permitted to withdraw from appearing for the entire End Trimester Examinations, treated as a single unit, on valid grounds and with the recommendation of the PG Coordinator and the Head of the Department, subject to the approval of the Dean (Academics and Research). The application for withdrawal shall be considered valid only if submitted before the commencement of the last examination scheduled for that trimester. Such withdrawal shall be allowed only once during the entire programme and shall not be treated as an appearance for determining eligibility for grading.

5.5.3 In cases where a student falls ill during the End Trimester Examinations, withdrawal from one or more courses may be permitted upon submission of a valid Medical Certificate duly endorsed by the Institute Medical Officer or the Chief Medical Officer of a Government hospital.

5.6   Passing Criteria and Grading

5.6.1 Students are required to appear in both the Internal Assessments and the End Trimester Examination (as applicable) to be eligible for a passing grade. To pass a course, a student shall secure a minimum of 45 marks in the End Trimester Examination and attain an aggregate score of 50 or above, combining internal and final examination.

5.6.2 The students who have fulfilled the minimum attendance requirements, but have failed or are absent for the End Trimester Examination can reappear only when the same course is offered again. The students who, have not fulfilled the minimum attendance requirements shall undergo the course along with the students of the next batch when the course is offered. The Internal Assessment marks secured during the initial attempt shall be retained and considered valid for up to two subsequent attempts or until the student attains a pass, whichever is earlier. Thereafter, the student shall be required to secure a minimum of 50% marks in the End Trimester Examination to pass the course.

5.6.3 In the case of a professional elective or open elective course, a student who fails under Clause 5.6.2 or withdrawn from examination may change the elective course or repeat it if he/she desires to get a successful grade.

5.6.4 If a student is absent during the viva voce examination, it would be considered as fail. The passing requirement for the courses which are assessed only through purely internal assessment, is 50% of the internal assessment marks only.

5.6.5 Evaluation shall be carried out using a relative grading system. Students who do not secure a passing grade in a course shall be allowed to reappear for the examination in the subsequent trimester when the course is next offered.

5.7   Pre-Result Review

During the Pre-Result Review, the Course-handling Faculty will display the answer script to the concerned student. The marks provided in the answer script may be viewed to ensure clarity and fairness in the evaluation. Variation with respect to totalling error and un-evaluated answers, if any, shall be resolved immediately by the Course-handling Faculty. As students are permitted to review their evaluated answer scripts of the End Trimester Examination a separate system of revaluation shall not apply.

6 ACADEMIC MONITORING COMMITTEE

The results processed after the evaluation would be placed before the Academic Monitoring Committee comprising of the Course-handling Faculty, the PG Coordinator of the respective postgraduate programme and the Head of the Department in which the programme is offered. Based on the recommendations of Academic Monitoring Committee, CASR and Controller of Examinations shall submit the results for the approval of the Chairperson, Academic Council for final release of results to the students.

7 PUBLICATION OF RESULTS

7.1 The Institute adopts a relative grading system to determine the mark ranges corresponding to various grades. All course assessments shall be conducted on a mark-based evaluation.

7.2 A student shall be deemed to have successfully completed a course upon securing a minimum of 5 grade points in that course.

8 PASSING CRITERIA AND GRADING

8.1 After the declaration of results, Grade Cards shall be issued to every student, indicating the list of courses registered during the trimester and the corresponding grades obtained. The grading policy for all the courses shall be determined based on the actual marks awarded in internal assessments and the End Trimester examinations, as applicable.

Letter Grade	Grade Points
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Average)	6
C (Satisfactory)	5
U (RA) (Fail/ Re-appearance)	0
SA (Shortage of Attendance)	-
W (Withdrawal)	-

8.2   The Grade Point Average (GPA) for each trimester shall be computed only for students who have successfully passed all the courses offered in that trimester. Similarly, the Cumulative Grade Point Average (CGPA) up to any trimester shall be calculated only for students who have cleared all the courses up to that point. The CGPA shall be determined as the ratio of the sum of the products of the number of credits of each course (Ci) and the corresponding grade points earned (GPi), taken over all courses in the programme, to the sum of the number of credits of all courses (n), where N denotes the total number of courses in the entire programme.

$$GPA = \frac{\sum_{i=1}^{n} C_i GP_i}{\sum_{i=1}^{n} C_i} \qquad CGPA = \frac{\sum_{i=1}^{N} C_i GP_i}{\sum_{i=1}^{N} C_i}$$

8.3   After successful completion of the programme, the postgraduate degree shall be awarded as per the following classifications based on CGPA.

•   In order to qualify for a PG degree of the institute, a student shall have completed all the credit requirements for the degree, as prescribed by the Academic Council with grade "C" or a higher grade in each of the courses for which the student registered in all the trimesters and shall have obtained a CGPA of at least 5 at the end of the trimester in which the student completes all the requirements (including the dissertation) for the degree.

•   Students with a CGPA of 8.5 and above and who complete the programme in the minimum period, passing all the courses in the first appearance itself shall be declared to have passed in First Class with Distinction. For this purpose, withdrawal from examination and authorized break of study shall not be counted.

•   Students with a CGPA of 6.5 and above but less than 8.5 and who complete the programme in the minimum period plus authorized break shall be declared to have passed in First Class.

•   Students who get a CGPA of below 6.5 and who complete the programme within the maximum prescribed period after joining the institute shall be declared to have passed in Second Class.

8.4   The degree will be awarded to a qualified student only after the student has cleared all dues of the Institute and Hostel, if any, outstanding against the student.

Further, the student has returned all library books borrowed by him/her and also returned instruments, equipment, devices issued to him/her in good condition.

8.5 A student shall appear for the End Trimester Examination in each registered course to be eligible for the award of a grade; mere appearance in the internal assessment tests shall not suffice. Upon successful completion of the programme, each student shall be issued a Consolidated Statement of Grades, which shall include the following details:

- Grades obtained in all courses across the trimesters

- Cumulative Grade Point Average (CGPA) and

- Classification of performance (First Class with Distinction/ First Class/ Second Class).

8.6 The students have to complete the prescribed courses of study and satisfy other related norms. The Academic Council shall, before the annual convocation, recommend the award of degree to each eligible student by name.

9 MOVEMENT TO HIGHER LEVELS

9.1 The minimum duration required for the completion of the postgraduate programmes is 2 years and a student may complete the programme at a slower pace by taking more time, but in any case, not exceeding the 3 years.

9.2 A student may be permitted by the Dean (Academics and Research) to withdraw from the programme for a year, for valid reasons on the recommendation of the Head of the Department. Such students who have availed temporary break and rejoin shall be governed by the rules, regulations, and syllabus in force, at the time of his/her rejoining the programme.

9.3 A student shall be permitted to progress to the next higher level of the programme only upon fulfilling all prescribed prerequisites. Any student who appears for a reassessment in a course after a period of two years from the first appearance in that course shall be governed by the syllabus and regulations in force at the time of the reassessment.

10 ELIGIBILITY FOR THE AWARD OF INSTITUTE MEDAL

The criteria for the institute medal winner for every programme are based on the student who obtains the highest CGPA in the class graduating with the regular period. No

disciplinary action is pending against him/her. Students having highest CGPA with break shall not be considered for the purpose of award of the institute medal.

11 STUDENT APPRAISAL

It shall be mandatory for every student to submit feedback for each course undertaken at the end of every trimester. Only students with attendance of 75% or above in the respective course shall be eligible to provide feedback.

12 DISCIPLINE

Every student shall maintain discipline and exemplary conduct both within and outside the campus and shall refrain from any act that may tarnish the reputation or prestige of the Institute. Students are required to comply with all rules and regulations prescribed by the Institute from time to time.

Any case of malpractice and the corresponding punitive action shall be reported by the concerned faculty member through the Head of the Department to the Centre for Academics and Research. Acts of indiscipline shall be referred to the Disciplinary Committee, constituted by the Academic Council, for investigation. The Committee shall conduct an enquiry, and if the charges are substantiated, Dean (Academics and Research) will impose suitable punishment for the same with the recommendation of the Disciplinary Committee. A student aggrieved by the decision may submit an appeal to the Chairperson of the Academic Council for reconsideration.

13 ACADEMIC DISHONESTY

General conduct of students in the examination halls/ laboratories
- Possession of a mobile phone, carrying unauthorized materials such as bits of paper, communicating with other students, or copying during any assessment shall be treated as an act of academic misconduct and shall invite disciplinary action.
- A zero mark shall be awarded to any student found guilty of committing an academic offence. In cases involving plagiarism or mutual copying, all students involved shall be subjected to the same penalty.
- The Departmental Disciplinary Committee, comprising the course faculty member, the Chairperson of Annual Monitoring Committee, and the Head of the

Department, shall investigate the alleged malpractice, verify the facts, and impose appropriate punishment if the student is found guilty. A detailed report of the case and the action taken shall be forwarded to the Centre for Academics and Research (CASR) for record and further action.

14   TERMINATION

A student shall be required to discontinue from the Institute without the award of the degree under the following circumstances:

- If the student remains absent for a period exceeding six (6) weeks in a trimester without obtaining sanctioned leave.
- If CASR, based on the recommendation of the Disciplinary Committee, decides such action as part of disciplinary proceedings.

15   POWER TO MODIFY

The Academic Council, being the supreme academic authority of the Institute, shall have the power to revise, amend, or modify the regulations, courses of study, and syllabi whenever deemed necessary. In exceptional or urgent situations, any relevant rules requiring immediate revision may be formulated and implemented by the Chairperson of the Academic Council, subject to ratification at the subsequent meeting of the Academic Council. In the event of any dispute or difference of opinion regarding the interpretation of these regulations, the decision of the Chairperson of the Academic Council shall be final and binding.

Notwithstanding all that has been stated earlier/ elsewhere, the Academic Council of the Institute has the right to modify any of the above rules and regulations from time to time. All such modifications shall be properly documented and published on the Institute's website for the information of students.