

ACADEMIC REGULATIONS

FOR

M.TECH/M.Sc./MCA (2 YEARS) PROGRAMME

**M.TECH/M.Sc.: 2018-19 Admission Batch Onwards
MCA (2 YEARS):2020-21 Admission Batch Onwards**



**INDIRA GANDHI INSTITUTE OF TECHNOLOGY
SARANG, ODISHA**

REGULATIONS FOR M.TECH/M.Sc./MCA (2 YEARS) PROGRAMME

1.0 Duration of Curriculum and Calendar

- 1.1 M. Tech./M.Sc./MCA Programmes are of two years duration. Each year shall be divided into two Semesters - Autumn Semester (July to December) and Spring Semester (January to June). The Autumn semester shall ordinarily begin in July for students already on rolls and the Spring semester shall ordinarily begin in January. However, the first semester (Autumn, for newly admitted students) may begin a little later depending on completion of admission process and formalities. The number of teaching weeks in each semester shall be fifteen to eighteen with a minimum of 90 teaching days excluding the period of examination.
- 1.2 M. Tech. Programme shall have one year (Two Semesters) of Course work and one year of a major Project work. In addition, the third semester also has two theory papers as course work. The Major Project shall be judged on the basis of a candidate's capability to conduct independent investigation/ research.
- 1.3 M.Sc./MCA programme shall have two years of course work. In addition to course work, second year shall have Seminar and Major Project work.
- 1.4 The duration of the programme shall be governed by the regulations of AICTE/UGC that may change from time to time. As per the prevailing regulations, M.Tech./M.Sc./MCA programmes are Two years (Four Semesters) duration. However a weaker student can complete a two year programme in not more than five years.
- 1.5 The Curriculum and Syllabus shall be modified with approval of Academic Council positively once in every three years to keep the same up-to-date. However, minor modifications can be done as and when necessary with the approval of the Director. The modification so done shall be placed in the immediate next Academic Council Meeting for ratification.

2.0 Eligibility for Admission and Admission Procedure

- 2.1 For admission in M. Tech., Candidates with valid GATE score and non-GATE candidates with minimum of 60 percent marks in aggregate (or CGPA of 6.5 or above in 10.0 point scale) at their B.Tech/ B.E. level are eligible. For admission in M.Sc., candidates with Honours/ Major Subject at their B.Sc. level in concern subject are eligible. For admission in MCA, candidate must have passed BCA/ Bachelor Degree in Computer Science Engineering or equivalent degree or passed B.Sc./B.Com./B.A with Mathematics at 10+2 level or at

Graduation level with additional bridge courses as per the norms of concerned university.

- 2.2 Admissions to different courses of the Institute shall be based on criteria decided by the Academic Council of the Institute/ Affiliating University in accordance with the stipulations of AICTE/ UGC, modified as necessary or any other procedure decided by the Government of Odisha from time to time.
- 2.3 Admission shall ordinarily close prior to the commencement of the instruction in First Semester.
- 2.4 No student shall be allowed to transfer from this institute to another institute or vice versa unless it is a rarest of the rare case and in accordance with the regulations of the affiliating university.

3.0 Eligibility for appearing in Examination

- 3.1 A student shall be eligible to appear in an examination provided he / she pursues a regular course of study in respective department and attends at least 75% of classes in each theory, practical and sessional subjects held during the semester. The attendance shall be considered from the date of admission of the candidate in the Institute.
- 3.2 Concessions: A student who has been absent on medical ground for a short period or due to participation in cultural, sports, other academic / official assignments in the interest of the Institute/ University / Government with prior written permission of the Head of the Institute shall be permitted a maximum of additional concession of 10% in attendance and would be eligible for appearing in examination with a minimum of 65% of attendance in a semester.
- 3.3 A student shall be admitted to any examination in a subject only if he / she has registered for that subject, paid necessary registration and examination fees in the beginning of the semester.
- 3.4 A candidate shall be allowed in an examination only after he/she is issued an Admit Card for the relevant examination by the Institute.

4.0 Grading System:

- 4.1 A letter grading system shall be followed in the Institute. The uniform Grading System to be followed for all Academic Programmes (except Ph.D. and D.Sc) shall be as described below:
 - i. A Seven Point grading system on base of 10 shall be followed in the Institute. Categorization of these grades and their correlation shall be as under:

Qualification	Grade	Score on 100 Percentage Points	Point
Outstanding	‘O’	90 & above upto 100	10
Excellent	‘E’	80 & above but less than 90	9
Very Good	‘A’	70 & above but less than 80	8
Good	‘B’	60 & above but less than 70	7
Fair	‘C’	50 & above but less than 60	6
Below Average	‘D’	37 & above but less than 50	5
Failed	‘F’	Below 37	2
Malpractice	‘M’	-	0
Absent	‘S’	-	0

* M and S grades are transitory grades.

Grade-sheet would be issued semester wise to students who have cleared all the subjects as per syllabus of the lower semesters.

N.B. Grade ‘C’ shall be considered as average, Grade ‘D’ shall be pass Grade for theory and Grade ‘C’ shall be Pass Grade for Practical / Sessional / Project / Seminar / Viva– Voce and Internship items. Satisfactory performance is required for pass in Mandatory/Audit Courses.

4.2 A student’s level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:

SGPA - Semester Grade Point Average
CGPA - Cumulative Grade Point Average.

It shall be the basis of judging his/her overall competence in the course.

4.3 Definition of terms:

- a) POINT = Integer equivalent each letter grade.
- b) CREDIT = Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.
- c) CREDIT POINT = (b) x (a) for each course item.
- d) CREDIT INDEX = \sum CREDIT POINT of course items in a Semester.

$$e) \quad \text{GRADE POINT AVERAGE} = \frac{\text{CREDIT INDEX}}{\sum \text{CREDITS}}$$

SEMESTER GRADE POINT AVERAGE (SGPA)

$$\text{SGPA} = \frac{\text{CREDIT INDEX}}{\sum \text{CREDITS}} \quad \text{for a Semester}$$

CUMULATIVE GRADE POINT AVERAGE (CGPA)

$$\text{CGPA} = \frac{\sum \text{CREDIT INDEX of all Previous Semester(s)}}{\sum \text{CREDITS of all Previous Semester(s)}} \quad \text{up to a semester}$$

5.0 Rule for Examinations

5.1 The M.Tech/ M.Sc./MCA programme may consist of following items.

1. Theory
2. Practical / Laboratory
3. Project
4. Seminar
5. Comprehensive Viva - Voce
6. Audit Courses (for M.Tech.)/ Summer Internship (for MCA of 2 Credits with 4 weeks duration)

The schedule for these items along with their credit points for each Semester shall be as per rules approved by Academic Council from time to time.

- 5.2 At the end of each semester there shall be an examination for theory papers (here in after called end - semester examination) conducted by the Institute as per programme announced at the beginning of each academic year.
- 5.3 In addition to the end semester examination, there shall be internal assessment consisting of two Class Tests, quiz/ surprise tests, assignments/ attendance within a semester. These tests will be conducted and evaluated by the subject teacher.
- 5.4 A candidate securing F grade in an examination has to reregister in one or more papers, attend all classes for the same and appear at the normal end semester examination. There will be no supplementary

examination. The student shall have the option to take a substitute paper in lieu of the paper where he/she has secured F grade. S/he has to appear the internal afresh. However, the paper shall belong to the same category of the subject Item and offered in that academic session.

5.5 Evaluation of Theory Papers

- (a) A theory paper will have 100 percentage points. The weightage for internal assessment and the end semester examinations will be as follows:

	Maximum Marks	Pass Marks
Internal Assessment	(i) Class Test – I of one hour duration	15
	(ii) Class Test – II of one hour duration	15
	(iii) Quiz/ Surprise Test	05
	(iv) Assignments/ Attendance	05
	Total	40
End Semester Examination of three hours duration		60
TOTAL (Internal Assessment + End Semester Examination)		100
		37

Pass grade is D in Theory i.e. 37 percentage points and C i.e. 50 percentage points in all other items.

- (b) The syllabus for each theory paper will have 3(4) modules. The two class tests will be nearly equi-spaced in Academic Calendar. The end semester examination is comprehensive and will cover all modules. The academic calendar will specify the examination period for all Class tests and the end semester examination.
- (c) The Class Tests will be conducted in the Scheduled week and the corrected papers have to be shown to the students within seven calendar days. Before the end semester examination the final consolidated Internal Assessment marks as in item 5.5(a) will be sent to the Controller of Examination. The concerned teacher shall maintain all records for inspection by the Institute/ University for at least one year.
- (d) There is no compensatory Class Test. However, if a candidate misses a Class Test due to medical reasons, the candidate will make an application to the Head of the Department. The Departmental committee may recommend to conduct repeat class test for valid medical reasons at the department level. The secured mark will be sent to the Controller of Examination.
- (e) A candidate is deemed to clear (Pass) a theory paper if he / she secures: A minimum of 21 marks out of 60 (i.e. 35%) in the End Semester examination,

and 37 marks out of 100 (i.e. 37%) overall (i.e. in the End Semester examination and Internal Assessment taken together).

5.6 Evaluation of Project Item

- (a) A Project Item shall carry 100 percentage points.
- (b) Each candidate shall do a project under the supervision of a Supervisor. There could be a Co - Supervisor if the project is interdisciplinary in nature. For an Industry based project, the Co - Supervisor could be from concerned Industry. Project could be Theoretical / Practical / Design oriented.
- (c) Evaluation of the Project
 - (i) Evaluation of a major / minor project will be done on following points.
 - Understanding the relevance scope and dimension of the project 10 points
 - Relation to literature / application 10 points
 - Methodology 10 points
 - Quality of Analysis and Results 10 points
 - Interpretations and Conclusions 20 points
 - Report 20 points
 - Defence 20 points

Total 100 points

- (ii) The evaluation shall be done by a Committee of teachers where the Project Supervisor shall be a member. His evaluation shall carry 50 percent weightage. The other members shall have 50 percentage weightage. For major project/ Dissertation Phase-II, an external expert shall be involved.
- (iii) Minimum score for a Pass in Project item is 50 percentage points.
- (iv) The Chairman of the Committee shall forward the score before the end semester examination to the Controller of Examination through the HOD. He / She shall also maintain all records for inspection for at least one year.

5.7 Evaluation of Laboratory / Practical Works

- (a) A Laboratory paper shall have minimum of 5 to a maximum of 10 assignments / experiments. The syllabus of a practical paper shall specify the number of practical / experiments (works) to be done in a semester.
- (b) A practical paper shall have 100 percentage points.
- (c) Each practical / experiment (work) shall have equal percentage point as its weightage.

- (d) A practical paper shall have 3 contact hours / week for 1 or 2 credit. Time Table must provide for such contact hours.
- (e) A practical experiment (work) and its evaluation shall be completed in all respects within the allotted hours. A practical experiment (work) will be evaluated based on the following components. The relative weightage of the components are also given below in percentage.
- | | |
|-----------------------------------------------------|------|
| • Experiment (work) planning and execution | 20 % |
| • Results and interpretation | 30 % |
| • Report | 30 % |
| • Understanding on the theory related to experiment | 20 % |
- Total 100 %**
- (f) On completion of each assignment / experiment, the evaluation shall be done by the teacher concerned, A candidate has to be informed about the score at the end of a Practical class.
- (g) The teacher concerned with a practical class shall maintain the reports of the candidates together with the score on each experiment for at least one year. Before the end semester examination the score has to be sent to the Controller of Examination with copy to the Head of the Department for records.
- (h) A candidate shall clear a Practical Paper if his / her score in the paper is minimum of 50 percentage points.
- (i) Institute can arrange a compensatory practical class for a student who misses an experiment only on medical ground. Such a compensatory experiment has to be arranged within two weeks of his / her missing a practical class.
- (j) Any student securing less than 50 marks ('F' grade) in practical may be allowed to repeat the practical in the corresponding semester of the subsequent year. This will be limited to only one chance.

5.8 Evaluation of Seminar

Seminar performance will be evaluated by a Committee of Teachers. It will have the following components.

- | | | |
|-----|----------------------------------------------------|-----------|
| (a) | Quality of Material | 30points |
| (b) | Quality of Presentation | 30points |
| (c) | Quality and extent of response from other students | 20 points |
| (d) | Participation in other Presentations | 20 points |

Total 100 points

- (i) A candidate has to not only give his / her seminar, but also must attend atleast 75 percent of seminars given by other students.
- (ii) The Chairman of the Committee shall forward the score within the prescribed date to the Controller of Examination through the Head of the Department. He / She shall also maintain all records for inspection for at least one year.
- (iii) Minimum score for a Pass in Seminar paper shall be 50 percentage points.

5.9 Pass in a Subject Item

A candidate shall pass (clear) a subject if

- (a) In a Theory Paper he / she has secured minimum of
 - 35 Percentage Points (i.e. 21 marks out of 60) in the End - Semester examination.
 - 37 Percentage Points (i.e. 37 marks out of 100) overall in the theory paper (i.e. in the End Semester examination and Internal Assessment taken together).
- (b) In a Practical / Laboratory / Sessional / Seminar / Project Paper he / she has secured minimum of 50 Percentage Points.
- (c) In Audit Course he/ she has secured satisfactory performance.

6.0 Promotion and Qualification for Degree

- 6.1 Promotion to Second year: A candidate shall be eligible to be promoted to second year provided he / she has F Grade in not more than two papers with CGPA of 6.0 in all cleared subjects. The candidate shall register for the subjects with M or F grade in corresponding semester along with the next year batch to clear these subjects. There is no supplementary examination.
- 6.2 Credit Requirements for the Degree: Credit Requirements for the Degree shall be 68 for M.Tech, 92 for MSc, from admission batch 2018-19 and 90 for MCA from admission batch 2020-21. The detailed credit items are reflected in the prescribed syllabus.

7.0 Time Table for Instructions

The time table committee of the Institute has to prepare Time table for the subjects (Theory, Practical and Sessional) being offered in a semester at least 15 calendar days before the coursewise registration of students to that semester. The time table must also contain the name of the registered teacher who is handling a subject.

8.0 Evaluation Responsibility

1. The teacher imparting instruction is solely responsible for evaluation of Class Tests, Practical and Sessional works. He / She is also responsible for maintaining all records to justify his / her evaluation scheme and score thereof.
2. Neither the Director/Principal nor the Management shall have right to change the score assigned by a teacher. However, if the Director is convinced that the scores assigned by a teacher are biased, he / she shall appoint a committee where the teacher concerned will be a member for review. The decision of the committee shall be final and binding.
3. A copy of the score assigned for each Class Test, Practical and Sessional work shall be submitted to the Controller of Examination through Head of the Department. HOD may keep a copy of the scores submitted by the teacher for record.

9.0 Registration of Teachers

- (a) Each regular faculty engaged in teaching of a theory paper, supervision of Practical, Sessional and Project work shall be registered teacher of the Institute/affiliating University.
- (b) A teacher has to get himself / herself registered in the affiliating University/ Institute before he / she handles the formal instruction.
- (c) Only a registered teacher of the Institute/ affiliating University shall be permitted to get involved in teaching, invigilation, examination and evaluation processes.

10.0 Academic Rules

10.1. Rules for Change of Name/ Surname

- i. The application in the prescribed format for change of name/ surname shall be considered provided that proposed change in name or surname is
 - (a) Notified in the Government Gazette.
 - (b) Published in the newspapers after swearing before 1st class Magistrate and original High School certificate and Council Certificate are corrected accordingly.
- ii. The application in prescribed format shall have to be forwarded to the affiliating University through the Director of the Institute along with following documents.
 - (a) Original Certificate / Original Mark sheet along with certified copies of the said original certificate as mentioned in the application form duly corrected.

- (b) Original clipping of the Gazette publication.
- (c) Original clipping of the News Papers of Odisha State in which name / change of surname so published.
- (d) Original affidavit swearing before the 1st class Magistrate, wherein change in surname has been made.
- (e) Prescribed fee through SBI collect of the affiliating University.

10.2. Rules for Correction of Name in Degree Certificate:

- (a) Application shall be forwarded by the Director of the respective college specifying the Corrected name and name appears in the final Certificate/ grade sheet.
- (b) The application shall be enclosed with the attested copies of the HSC and CHSC certificate/ mark sheet.
- (c) Prescribed fee through SBI collect of the affiliating University shall be deposited with the application form.

10.3. Rules for Lost/ Damaged of Degree certificate/ Transcripts:

- (a) Application shall be forwarded by the Director of the Institute specifying the reason for loss / damage of degree Certificate/ transcripts.
- (b) The application shall be accompanied by the Original FIR of Police Station where the degree certificate has lost/ damaged.
- (c) Original affidavit swearing before the 1st class Magistrate.
- (d) Original clipping of the News Papers (at least in 2) of Odisha State in which Loss/ damage so published.
- (e) Prescribed fee through SB collect of the affiliating University shall be deposited with the application form.

10.4. Rules for Migration Certificate:

- (a) Application shall be forwarded by the Director of the Institute specifying the reason for issuance of Migration Certificate.
- (b) The application shall be accompanied by the Original Registration Card issued by the affiliating University (if any) and no objection certificate by the Institute.
- (c) Prescribed fee through SBI collect of the affiliating University is to be deposited with the application form.

11.0

(a) Photocopy of Answer Scripts:

A student may apply for photocopy of Answer Scripts within 15 calendar days from the date of publication of the results in each Semester. The Re-Checking is a pre-condition for supply of photocopy.

Prescribed fee is Rs.200/- for Re-Checking per paper and Rs.60/- for photocopy per paper.

(b) **Grade Sheet:**

At the end of each year, a Grade sheet shall be made available to each student as per Clause 4.1 provided s/he clears all papers in that academic year/ semester and clears all course requirements of earlier semesters. However, if a student requires additional copies, he / she should apply with prescribed fee of Rs. 100 per sheet.

(c) **Duplicate University Registration Card:**

A Student is issued University Registration Card at the time of counseling and admission / before the 1st end semester examination. University Registration number continues to be his / her Registration number for all examinations during his / her tenure of study. This card is also essential for admission of the student to the Institute and his / her eligibility to attend classes in the Institute. This is an IMPORTANT document and the student must possess it throughout his / her course at the Institute.

In the event of a student losing his / her University Registration Card, he / she should immediately lodge a FIR in the nearest Police Station. He / She should apply through the Institute for issue of duplicate Registration Card with a prescribed fee. The application in plain paper must accompany a copy of FIR and prescribed fee and the same should be sent to The Registrar, Biju Patnaik University of Technology by Speed Post / Registered Post.

- (d) A Student Grievance Redressal Cell consisting of Dean PGS&R, Controller of Examination, HOD (both department and subject), OIC A/ E and the faculty member from the concerned subject will address the issues related to Examination, Evaluation and Result. The students having problems will have to report to the HOD within 15days of publication of the result. The problem will be addressed within one month of publication of result.

Sd/-

Director, IGIT, Sarang and
Chairman, Academic Council