

ORDINANCES AND REGULATIONS

Master of Technology and

Master of Design

Programmes

Ordinance

- O.1** Candidates who have qualified for the award of the Bachelor's degree in Engineering / Technology or Master's degree in Science from educational Institutions approved by AICTE/UGC/Government and who have a valid GATE (Graduate Aptitude Test in Engineering) score are eligible to apply for admission to the M.Tech programme. Graduates from IITs/IIITs/NITs with minimum CGPA of 8 out of 10 for GC and 7.5 out of 10 in case of SC/STs are eligible for admission without GATE Score.
- O.1(a)** Candidates who have qualified for the award of the Bachelor's degree in Engineering / Technology/Design/ Architecture from educational Institutions approved by AICTE/UGC/Government and who have a valid CEED (Common Entrance Exam for Design) score are eligible to apply for admission to the M.Des. programme.
- O.1(b)** B.Tech Students of the institute having minimum CGPA of 6/10 upto 5th semester and opting M.Des. as Dual Degree at the end of their 5th Semester are also eligible for consideration.
- O.2** Associate Membership holders of the professional bodies for admission into their parent disciplines from the following - (i) The Institution of Engineers (India) (AMIE) (ii) The Indian Institute of Metals (AMIM) (iii) The Institution of Electronics and Tele-Communication Engineering (AMETE) with valid GATE Score can also apply.
- O.3** Candidates working and sponsored (with full pay and allowances for 24 months) by industry / government organizations / private and public enterprises recognized by DST engaged in R & D work/ engineering colleges recognized by AICTE/UGC or QIP candidates possessing at least two years of professional experience as on the last date of receipt of applications at IIITD&M can apply for M.Tech program provided they hold:
- 1 B.E./ B.Tech. degree from AICTE/UGC recognized Engineering Colleges/university with first class or 60% aggregate marks in all the four years; or
 - 2 AMIE and other Associate memberships (listed above) with a valid GATE Score.
 - 3 For M.Des. programme, the candidates shall have Bachelor's degree in Engineering / Technology/Design/ Architecture from educational Institutions approved by AICTE/UGC/Government.
- O.4** The exact eligibility criteria for admission to the M.Tech/M.Des. programme shall be as approved by the Senate of the Institute from time to time and announced by the Institute on an annual basis.
- O.5** The normal duration of the M.Tech/ M.Des. programme including project work shall be four semesters. Candidates may be permitted to do their project work in industry and other approved organizations as prescribed in the regulations.
- O.6** The award of Half-time Teaching Assistantship (HTTA) to the candidates admitted to the M.Tech/ M.Des. programme shall be in accordance with the regulations of the Senate of the Institute.
- O.7** The award of the /M.Tech/M.Des. degree shall be in accordance with the regulations of the Senate of the Institute.

REGULATIONS

R. 1.0 ADMISSION

- R. 1.1** Candidates who have valid GATE (Graduate Aptitude Test in Engineering) score are eligible to apply for M.Tech programme as full time scholars of Institute HTTA.
- R. 1.1(a)** Candidates who have valid CEED (Common Entrance Exam for Design) score are eligible to apply for M.Des. programme as full time students of the institute with HTTA.
- R.1.1.(b)** B.Tech Students of the institute having minimum CGPA of 6/10 up to 5th semester are eligible to opt M.Des. as Dual Degree at the end of their 5th Semester. The candidates who have valid CEED score at the end of their 8th Semester are eligible for HTTA.
- R. 1.2** Candidates sponsored under Quality improvement Programme or other similar programmes are eligible to apply for both the programme.
- R. 1.3** Candidates sponsored by the Industries, established Institutes/R&D Organisations/National laboratories are eligible to apply for both the programme.
- R. 1.4** Foreign nationals whose applications are received through Indian Council of Cultural Relations, Government of India are eligible to apply for both the programme. Foreign Nationals are also eligible under self-financing scheme for which applications are invited through their embassy.
- R. 1.5** Announcements for M.Tech/M.Des. Admission will be made by the Institute and the candidates under categories R.1.1, R.1.2 and R.1.3 mentioned above should apply in the prescribed form on or before the specified dates.
- R. 1.6** The eligibility criteria for admission including the minimum GATE/CEED score required for admission as full time students with HTTA or as sponsored or other candidates mentioned under R.1.1, R.1.2 and R.1.3 will be decided by the Senate.
- R. 1.7** The Senate of the Institute will decide on the number of seats for various specialisations / Departments / Centres. Seats are reserved for SC, ST, OBC and physically challenged candidates as per the Government of India rules. However, to be considered for admission they should have a valid GATE score and satisfy the Senate requirements.
- R. 1.8** The Post-Graduate Admissions Committee constituted by the Chairman, Senate will decide on the operational aspects of selection of candidates based on the criteria laid down by the Senate. However, in the case of service officers under the control of Army / Navy / Air force / DRDO, the selection will be through a central selection committee/s with the Institute faculty serving on the selection committee.
- R. 1.9** Vacancies that are to be filled up after the admission date will be decided by the Chairman, Senate and reported to the Senate for post-facto approval.
- R. 1.10** In all matters concerning selection of candidates, the decision of the Chairman, Senate or his nominee viz. Chairman, Post-Graduate Admissions Committee is final.
- R1.11** In addition to satisfying the conditions given in the information Brochure for M.Tech/M.Des. Admission sent along with the application forms, the selected candidates should satisfy the other admission requirements indicated in the letter of offer of admission. However, if at any time the Dean Academic Courses / Director finds any of the requirements not fulfilled by the candidate, the Dean / Director may revoke his/her admission to the programme.

R1.12 The institute shall also participate in Centralized Counselling process for admission of students to M.Tech/M.Des. programme.

R.2.0 STRUCTURE OF THE M.Tech/M.DES. PROGRAMME

R.2.1 The programme of instruction for each stream of specialization will consist of

- i. core courses (compulsory)
- ii. elective courses
- iii. project work

The student may be required to give one or more seminars and undergo industrial / practical training during the programme.

R.2.2 The complete programme will be of 4 semester duration. The academic programmes in each semester may consist of course work and/or project work as specified by the Senate for each specialisation. The total contact hours are normally about 32 hours per week.

R.2.3. Every stream of specialisation in the programme will have a curriculum and syllabi for the courses approved by the Senate. The curriculum should be so framed such that the minimum number of credits for successful completion of the M.Tech and M.Des programmes of any stream is not less than 88 and not more than 92.

R.2.4 Credits will be assigned to the courses based on the following general pattern:

- i. One credit for each lecture period
- ii. One credit for each tutorial period
- iii. One credit for each laboratory or practical session of two periods for M.Tech programme
- iv. Two credits for each laboratory or practical session of three periods for M.Des programme
- v. Credit for the seminar, project work and industrial / practical training will be as specified in the curriculum approved by the Senate.

R.2.5 A student will have to register for all the core courses listed in the curriculum of his/her selected area of specialization and successfully complete all of them.

However, the Departmental Consultative Committee may grant permission to a student not to register for some of the core courses and substitute them by some other courses depending on the courses successfully completed by the student in the undergraduate programme. This has to be intimated to and approved by the Dean of Academic Courses / Director.

R.2.6 Electives will have to be taken from the courses offered by the Department in that particular semester from among the list of approved courses.

However, most departments permit selection of electives other than those listed against the Department provided they have relevance to the area of specialisation and subject to the approval of the Faculty Adviser. (For Faculty Adviser-see below).

R.2.7 In some specialisations students may be permitted to register for a maximum of two B.Tech courses. The concerned departments will identify such courses and get prior approval of the Senate.

R.2.8 The medium of instruction, examination, seminar and project reports will be in English.

R.3.0 Faculty Adviser

- R.3.1** To help the students in planning their courses of study and for getting general advice on academic programme, the concerned Department will assign a certain number of students to a Faculty Member who will be called as Faculty Adviser.

R.4.0 CLASS COMMITTEE

- R.4.1** For I and II semesters of M.Tech/M.Des. branch wise class committees will be constituted by the Heads of the Departments as follows:
- i. Course teacher / coordinators of all subjects (not covered under R.4.2) with registration not less than five;
 - ii. One Professor preferably not offering courses for the class as chairman and
 - iii. Four student members or 20% of the class strength, whichever is less
 - iv. Faculty Adviser - Ex-Officio Member
- R.4.2** Common class committee for Mathematics and Humanities courses of I and II M.Tech/ M.Des. will also be formed if the courses open to all engineering departments are offered by the above two departments. These committees will be constituted by the Heads of Mathematics/Humanities department as follows:
- i. Course teacher of all subjects:
 - ii. One Professor preferably not offering courses for the class as Chairman and
 - iii. Four student members.
- R.4.3** The basic responsibilities of the class committee are:
- a) to review periodically the progress of the classes to discuss issues faced by students.
 - b) The type of assessment for the course will be decided by the teacher in consultation with the class committee and will be announced to the students at the beginning of the semester.
 - c) Each class committee will communicate its recommendations to the Head of the Department and the Dean of Academic courses.
 - d) The class committee without the student members will also be responsible for the finalisation of the semester results.
- R.4.4** The class committee is required to meet at least twice in a semester once at the beginning of the semester and another time after the end-semester examination to finalise the grades.

R.5.0 Change of Branch

Change of branch is not permitted once a student is given admission to M.Tech/M.Des. programme.

R.6.0 Registration Requirement

The M.Tech/ M.Des. students are eligible to take extra courses apart from the courses prescribed in the curriculum viz. one course in 3rd semester and not more than two courses in 4th semester subject to a maximum of 9 credits, provided a student has no backlog and should have earned CGPA of 7.0 & above by the end of the previous semester. Students

taking extra courses should obtain the prior approval of Dean (Academic Courses)/ Head, SIDI.

R.6.1 During the final project semester, students are not normally permitted to register for courses. However, students who are short of a few credits required for the degree may be allowed by the Dean to register for one or two courses along with the project under the specific recommendation from the Head of the department.

In such cases the project duration may have to be extended beyond the normal period suitably. However, the HTTA will be paid for a maximum period of 24 months only, as per the existing Government of India rules.

R.6.2 Withdrawal from a course registered is permitted up to two weeks from the date of commencement of the semester. Substitution by another course is not permitted. The number of courses remaining registered after withdrawal should enable the student to earn the credits required to continue the studies as indicated under R.10. Courses withdrawn will have to be taken when they are offered next, if they belong to the list of core courses (Compulsory courses).

R.6.3 In extraordinary circumstances like medical grounds, a student may be permitted by the Dean of Academic Courses to withdraw from a semester completely. Normally a student will be permitted to withdraw from the programme only for a maximum continuous period of two semesters.

R.7.0 MINIMUM REQUIREMENT TO CONTINUE THE PROGRAMME

R.7.1 A student should have earned not less than 12 successful credits in the first semester, 30 successful credits by the end of second semester and 50 successful credits by the end of third semesters.

The student will be asked to leave the programme failing to satisfy this requirement

R.7.2 In addition to the above, to be eligible to continue in the programme the student should have a minimum CGPA of 5.0, calculated according to the formula in R.22.2. However, in calculating the CGPA for eligibility to continue the programme only courses the student has successfully completed upto the point under consideration will be taken into account. If the CGPA of any student so calculated falls below 5.0 the student will be issued a warning and if he/she does not make good and get a CGPA less than 5.0 in the following semester also then he/she will be asked to leave the programme.

R.8.0 MAXIMUM DURATION OF THE PROGRAMME

R.8.1 A student is ordinarily expected to complete the M.Tech/M.Des. programme in four semesters. However, students who do not complete their project work in four semesters are permitted to submit the report in the fifth semester with the prior approval. Students should complete the course work in not more than 5 semesters and the entire programme in 8 semesters including the project work from the date of admission to the programme.

R.9.0 DISCONTINUATION FROM THE PROGRAMME

R.9.1 Students may be permitted to discontinue the programme and take up a job provided they have completed all the course work. The project work can be done during a later period either in the organisation where they work if it has R and D facility, or in the Institute.

Such students should complete the project within six semesters from the date of admission to the programme.

Students desirous of discontinuing their programme at any stage with the intention of completing the project work at a later date should seek and obtain the permission of the Dean before doing so.

R.10.0. DISCIPLINE

R.10.1 Every student is required to observe discipline and decorous behavior both inside and outside the campus and should not indulge in any activity which bring down the prestige of the Institute.

R.10.2 Any act of indiscipline of a student reported to the Dean will be referred to Discipline and Welfare Committee constituted by the Senate from time to time.

The Committee will enquire into the charges and recommend suitable punishment if the charges are substantiated. The Board of Academic Courses will consider the recommendation of the Discipline and Welfare Committee and authorize the Dean, Academic Courses to take appropriate action.

R.10.3. APPEAL: The student may appeal to the Chairman, Senate whose decision will be final. The Dean will report the action taken at the next meeting of the Senate.

R.10.4 Ragging of any dimension is a criminal and non-bailable offence in our country and current State and Central legislations provide for stringent punishment including imprisonment. Once the involvement of a student is established in ragging, the offending student will be dismissed from the Institution and will not be admitted into any other Institution. Avenues also exist for collective punishment, if individuals cannot be identified in this inhuman act. Every senior student of the Institute along with the parent shall give an undertaking every year in this regard and this should be submitted at the time of enrolment.

R.11.0. ATTENDANCE

R.11.1 Every teaching staff member handling a class will take attendance till 3 calendar days before the last instructional day in the Semester.

Students with attendance $\geq 85\%$ will only be allowed to appear in the end semester examinations. Students failing to meet the minimum attendance percentage will have to repeat the course when it is offered next.

R.11.2 The teacher handling the course must finalise the attendance 3 calendar days before the last instructional day of the course in the semester.

The particulars of all students who have attendance less than 85% in that course will be announced in the class by the teacher himself.

Copies of the same should also be sent to the Dean, Academic Courses and Head of the Departments concerned.

R.12.0. LEAVE RULES

R.12.1 All M.Tech/M.Des. students should apply to the Head of the Department / Faculty Advisor for leave stating the reasons whenever they are not in a position to attend classes/project work. They will not be eligible for HTTA for the period of absence, if it is unauthorized leave even if they have not fully utilised the eligible leave.

R.12.2 Students are eligible for leave of 30 days in a year which will be regularised 15 days per semester with a provision of carryover from first to second semester and from the third to fourth semester (i.e unutilized leave from the first year cannot be carried over to second year).

The intervening holidays will be treated as part of leave with provision of suffixing and prefixing holidays.

R.13.0. ASSESSMENT PROCEDURE: TESTS AND EXAMINATIONS

R.13.1 For Lecture or / Lecture and Tutorial based subjects a minimum of two sessional assessments will be made during the semester. The sessional assessment may be in the form of periodical tests, assignments or a combination of both, whichever suits the subject best. The assessment details as decided at the Class Committee will be announced to the students right at the beginning of the semester by the teacher.

R.14.0. END SEMESTER EXAMINATION

R.14.1 There will be one end semester examination of 3 hours' duration in each lecture based subject. In case of laboratory based subjects a final examination may or may not be conducted. In the case of projects, a viva-voce examination will be conducted on the completion of the project work. In case of M.Des. the pedagogy and evaluation will follow a problem based learning approach.

R.15.0. PROJECT EVALUATION

R.15.1 Evaluation of Project work will be taken up only after the student completes all the core as well as elective course requirements satisfactorily.

R.16.0. WEIGHTAGE

R.16.1 The following will be the weightages for the different subjects for M.Tech program.

a. Lecture or lecture and tutorial based subjects:

Sessional assessment : Minimum of 40%

End semester examination : Minimum of 40%

b. Laboratory based subjects:

Similar to a.

Sessional work 75 to 100%

Final examination, if held 25%

R.16.2 The following will be the weightages for the different subjects for M.Des. program.

a. Lecture or lecture and tutorial based subjects:

Continuous Assessment (Assignment and activities) : Minimum of 70%

End semester examination : Minimum of 30%

(End sem exam will probe the student's ability to reflect on the practical experience and concepts learnt)

b. Laboratory based subjects:

Similar to a.

Sessional work 75 to 100%

Final examination, if held 25%

c. Internship

Jointly supervised by faculty and industry : 70%
Evaluation by Faculty Committee : 30%

R.16.3 The markings for all tests tutorial assignments (if any), laboratory work and examinations will be on an absolute basis. The final percentages of marks are calculated in each subject as per the weightages given in R.19.1.

R.17.0. Make-up Examination

R.17.1 Students who have missed sessional assessments on valid reasons should apply to the Examination Cell indicating the reasons for the absence and the teacher shall consider these requests suitably.

R.17.2 Students who have missed the end semester examinations on valid reasons, should make an application to the Dean of Academic Courses / Director / Examination Cell within ten days from the date of the examination missed. Permission to sit for a make-up examination in the subject/s is given under exceptional circumstances like hospitalization or accident to the student. A student who misses this make-up examination will not be normally given another make-up examination.

However, in exceptional cases of illness resulting in the students missing a make-up examination, the Dean of Academic Courses / Examination Cell in consultation with the Chairman of the Senate may permit the student to appear for a second make-up examination.

R.17.3 For application on medical grounds, students residing in the hostels should produce a Medical Certificate issued by an Institute Medical Officer only.

Students staying outside the campus permanently/temporarily should produce a medical certificate from registered medical practitioners and the same should be forwarded by the parents \guardians for the purpose of make-up examinations.

The Dean of Academic Coursed can use his discretion in giving permission to a student to take a make-up examination, recording the reasons for his decision.

R.18.0. Subject wise Grading of Students into Categories

R.18.1 Letter Grades

Based on the semester performance, each student is awarded a final letter grade at the end of the semester in each subject. The letter grades and the corresponding grade points are as follows.

Grade	Points
S	10
A	9
B	8
C	7
D	6
E	4
U	0
W	Registration cancelled for want of minimum attendance

P,H Pass / Completed

F,L Fail / Incomplete

R.18.2 A student is deemed to have completed a subject successfully and earned the credit if he/she secures an overall letter grade other than U/F.

A letter grade U/F in any subject implies failure in that subject. A subject successfully completed cannot be repeated.

R.19.0. METHODS OF AWARDING GRADES

R.19.1 A final meeting of the Class Committee without the student members will be convened within seven days after the last day of the end semester examination.

The letter grades to be awarded to the students for different subjects will be finalised at this meeting.

R.19.2 Two copies of the result sheets for each subject containing the final grade and two copies with absolute marks, the final grade should be submitted by the teacher to the concerned Class Committee Chairman.

After finalisation of the grades at the Class Committee Meeting: one copy with absolute marks and one without the absolute marks but having only the grades will be forwarded by the Class Committee Chairman to the Dean.

One copy with absolute marks, the final grade will be sent to the Head of the Department in which the course is offered.

R.20.0. DECLARATION OF RESULTS

R.20.1 The letter grades awarded to the students in each subject will be released through the student portal / put up on the departmental notice boards soon after the final Class Committee meeting.

R.20.2 The U or W grade once awarded stays in the record of the student and is deleted when he/she completes the same subject later, indicating also the numbers of attempts made in that course. The CGPA based on the successfully completed courses is calculated excluding the 'U' or 'W' grades.

R.21.0. RE-EXAMINATION OF ANSWER PAPERS

R.21.1 In case a student feels aggrieved; he/she can contact the teacher concerned for a second look at his/her performance but not later than two weeks from the commencement of the semester following the announcement of the results. The student shall have access to his/her answer paper/s in the end semester examination which may be shown to him/her by the teacher/s concerned.

If the teacher feels that the case is genuine he/she may re-examine and forward the revised grade, if any, to the Dean of Academic Courses through the Chairman of the Class Committee with justification for the revision and intimate the Head of the Department.

R.22.0. COURSE REPETITION

R.22.1 A student securing 'U' grade in any subject has to repeat it compulsorily when offered next, if the subject is listed as a core subject.

R.22.2 If it is an elective subject, the student has an option to repeat it in order to get a successful grade.

R.23.0. GRADE CARD

- R.23.1** The grade card issued at the end of the semester to each student will contain the following:
- the credits for each course registered for that semester.
 - the performance in each subject by the letter grade obtained vide R.21.1.
 - the total number of credits earned by the student upto the end of that semester.
 - the Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester is shown in the final semester grade card.

- R.23.2** The Grade Point Average (GPA) will be calculated by the formula.

$$GPA = \frac{\sum_i C_i \times GP}{\sum_i C_i}$$

Where C_i = credit for the course, GP = the grade point obtained for the course and $\sum_i C_i$ = the sum of credits in overall courses taken in that semester, including those in which the student has secured U or W grades.

For the cumulative Grade Point Average (CGPA) a similar formula is used except that the $\sum_i C_i$ is the sum of credits in overall courses taken in all the semesters completed upto the point in time, including those in which the student has secured U or W grades.

- R.23.3** No class/division/rank will be awarded to the students at the end of the M.Des. programme.

R.24.0. PROJECT WORK IN INDUSTRY OR OTHER ORGANISATION

- R.24.1** Sponsored candidates from organisations which have R and D units and facilities for research work and those students who get employment in such organisation after completion of the courses work may be permitted to carry out their project work in such organisations during the final semester under the following conditions:
- R.24.2** A departmental committee shall examine the requests from such students, and fix in advance
- An internal guide (a faculty member of the institute)
 - Area of project work and
 - External guide (Scientists or Engineer in the Industry).
- R.24.3** The above details should be submitted to the Dean through the Head of the Department and the Dean's approval should be obtained before the commencement of the project.
- R.24.4** The students who are permitted to do the project work in an industry will have to pay the tuition and other fees to the Institute for the third and fourth semester as well.

R.25.0. HALF-TIME TEACHING ASSISTANTSHIP

- R.25.1** Students who are qualified for M.Tech admission through valid GATE score and are admitted as full time scholars of the Institute, will be eligible for the award of the HTTA notified by the Institute from time to time.
- R.25.1(a)** Students who are qualified for M.Des. admission through valid CEED score and are admitted as full time scholars of the Institute, will be eligible for the award of the HTTA notified by the Institute from time to time.
- R.25.1(b)** B.Tech Students of the institute who have opt for M.Des. as Dual Degree at the end of their 5th Semester and have valid CEED score at the end of their 8th Semester are eligible for HTTA.

R.25.2 Students joining the M.Tech programme under sponsorship scheme / QIP will not be granted any HTTA even if they are qualified in GATE.

R.25.2(a) Students joining the M.Des. programme under Self/ sponsorship scheme/QIP will not be granted any HTTA even if they are qualified in CEED

R.25.3 Self-financing foreign nationals are not eligible for HTTA.

R.26.0. ELIGIBILITY FOR THE AWARD OF M.Tech/M.DES. DEGREE

R.26.1 A student shall be declared to be eligible for the award of M.Tech/M.Des. degree if he/she has

- (1) Registered and successfully completed all the core courses and the project.
- (2) Successfully acquired the minimum number of credits prescribed in the curriculum of the given stream within the stipulated time vide R.7 and R.8.
- (3) No dues to the Institute, Library and Hostels and
- (4) No disciplinary action pending against him/her.
- (5) For students visiting Universities abroad under Exchange programme the following will be followed for credit transfer:

The credits / grades indicated in the grade sheet obtained from the university where the student has done courses should be used by the student as part of his transcripts.

IIITDM Kancheepuram transcripts should only indicate the courses, credits and grades completed at IIITDM Kancheepuram and the courses and credits (without grades) done in other Universities in a particular semester.

R.26.2 The final award of the Degree must be recommended by the Senate and approved by the Board of Governors of the Institute.

R.27.0. POWER TO MODIFY

Notwithstanding all that has been stated above the Senate has the right to modify any of the regulations from time to time.