
RA-3

RULES AND REGULATIONS (PG PROGRAMME)
(Read with OA and under Section 9 of MoA)

CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR
(Deemed to be university, MHRD, Govt. of India)

Kokrajhar, Assam – 783370

(Amended and approved in the 7th Meeting of the Senate on June 4, 2019)

1. PROGRAM TITLE, DISCIPLINES AND INTAKE CAPACITY

1.1 The title of the programs shall be called Master of Technology (M. Tech) /Master of Design(M. Des) Programme.

1.2 The Institute offers the M. Tech programme in the following disciplines.

Disciplines	Intake Capacity
Food Engineering & Technology	18
Food Engineering & Technology Specialization: Agricultural Science & Technology	18
Civil Engineering Specialization: Water Resources and Hydraulic Engineering	18
Civil Engineering Specialization: Geotechnical Engineering	18
Electrical Engineering & Mechanical Engineering Specialization: Green Energy Technology	18
Computer Science & Engineering	18
Instrumentation Engineering	18
Electronics and Communication Engineering	18

1.3 The Institute offers the M. Des programme in the following disciplines:

Disciplines	Intake Capacity
Multimedia Communication and Design	15
Multimedia Communication and Design Specialization: Indigenous Artefacts and Design Heritage	15

2. CATEGORY

2.1 Regular

A student in this category works full-time for his/her M Tech/M.Des degree. He/she may receive assistantship from the Institute or any other recognized funding agency.

2.2 Sponsored

A student in this category is sponsored by a recognized R&D organization, academic institution, government organization or industry for doing M Tech/M Des in the Institute on a full-time basis. The Institute does not provide any assistantship to such a student.

2.3 Part-Time

A student in this category is a professionally employed person (including the JTS of various departments in CIT Kokrajhar), who pursues the M Tech/ M Des Programme while continuing the duties of his/her service. The Institute may not provide any assistantship to such a student.

3. CHANGE OF CATEGORY

Change of category from 'Regular to Part-Time' is permissible on the following conditions:

- (i) the concerned M.Tech/M.Des student must clear all requirements of his/her course works;
- (ii) once converted from 'Regular' to 'Part-Time' category, he/she will not be entitled for receiving any Institute Assistantship; and
- (iii) such a student must complete remaining part of the M.Tech./M.Des. programme maximum within 4 (Four) years from the date of his/her registration in to first semester of the programme, failure to which his/her studentship shall get automatically terminated.

4. ADMISSION PROCEDURE

4.1 Eligibility Criteria

The details of the eligibility criteria for admission to various M.Tech /M. Des programmes are given in Appendix-A. These criteria are revised by the Senate from time to time.

4.2 Admission Procedure

- (i) Admission to the M.Tech / M.Des Programme will start from July every year. Advertisements are issued in

February / March.

- (ii) Admission to all categories of students is granted on the basis of GATE/CEED Score/counseling/interview/admission test held usually during the month of May – July every year.
- (iii) The following documents are to be furnished along with the application by candidates falling under sponsored and Part-time categories:

Form I: Sponsorship letter for Sponsored category.

Form II: No objection certificate from the employer for Part-time category.

5. RESIDENCE

- 5.1 The institute is residential and all students shall be required to reside in, and be members of a hostel to which they are assigned. However, students in sponsored and Part-time categories are exempted from residing in hostel.
- 5.2 Under special circumstances, the Director may permit a student to reside with his/her Parent/Guardian in the Institute Campus or within a reasonable distance from the Institute. However, this permission may be withdrawn at the discretion of the Institute, at any time considered appropriate by it, without assigning any reason.
- 5.3 All students must abide by the rules and regulations of the hostel as may be framed from time to time by the concerned administration.
- 5.4 Students not residing in hostels shall be attached to a hostel for extracurricular activities.

6. ASSISTANSHIP

- 6.1 Institute assistantships may be available to eligible students as per prevailing norms.
- 6.2 Assistantships from external funding organizations may be available as per terms and conditions of the concerned funding organizations.
- 6.3 Students receiving assistantships from the Institute or fellowships from any other funding agencies are required to perform academic duties as per prevailing norms in force from time to time.

- 6.4 The continuation of the assistantship/fellowship is subject to satisfactory performance of the assigned duties and satisfactory progress of the student in the M.Tech./M.Des. Programme.

7. COURSE DETAILS

- 7.1 In order to qualify for a M. Tech/M. Des degree of the institute, a student is required to complete the credit requirement as prescribed in the curriculum for a particular programme.

The credit requirements for a programme will be minimum 156 credits. Out of 156 credits, at least 76 credits shall be through course work and 80 credits through research for M.Tech. and M.Des. Programme.

- 7.2 A semester load for a full time M.Tech./M.Des. student per semester is at least 34 credits. A part-time student should have semester load 17 credits per semester.

- 7.3 Every M. Tech. /M. Des. Programme will have a curriculum and syllabi for the courses approved by the Senate. DPPC will discuss and recommend the syllabi of all the post graduate courses offered by the department from time to time before sending the same to the Institute Postgraduate Programme Committee (IPPC). The IPPC will consider the proposals from the departments and make recommendations to the Senate for consideration and approval. For all approved courses, the copyright will be with CIT Kokrajhar.

- 7.4 Medium of instruction, examination and project/thesis reports will be in English.

7.5 Faculty Advisor

To help the students in planning their courses of study and getting general advice on the academic programme, the concerned department will assign a Faculty Advisor to each student. Otherwise, Secretary, DPPC will act as faculty advisor till the Thesis supervisor is appointed.

7.6 Project / Dissertation / Thesis Supervisor

The candidates will work for and prepare his Dissertation under the supervision of a faculty member of the Institute. Master's Project/Dissertation/Thesis supervisor (s) for a student will be appointed from amongst the faculty members of the CIT Kokrajhar of the respective departments. In case, the

facilities for carrying out the part of his/her Dissertation work are not available in the institute, he/she may be allowed to carry out the Dissertation work in the other organization with the permission of the institute. In case, the work is of interdisciplinary nature involving different departments, the co-supervisor will be allowed and shall be decided well in advance before the start of the work.

7.7 Project / Dissertation / Thesis Proposal

The candidate will be required to submit a Dissertation /Thesis proposal indicating the tentative title and broad outline of the proposed work and the name(s) of the supervisor(s) along-with his/their concurrence in writing.

The proposal will be forwarded by the supervisor(s) to the Head of the Department in the first week of the third semester. Now the proposal will put up for consideration and approval before DPPC and finally to IPPC.

IPPC will convey its decision to the candidate based on his/her synopsis seminar at the end of third semester. In case the proposal is not found suitable, the candidate shall be asked to resubmit the proposal by incorporating the suggestions given by the committee before the registration in the fourth semester.

7.8 Project / Dissertation / Thesis writing

The Dissertation will present an orderly and critical exposition of the existing knowledge of the subject and will embody results of original investigations demonstrating the capacity of the candidate to do independent research work. While writing the Dissertation, the candidate will layout clearly the work done by him independently and the sources from which he has obtained other information contained in his/her Dissertation.

7.9 Departments will evolve modalities for appointing of supervisors keeping in view of the students' aspirations and faculty interest. The DPPC will co-ordinate this activity.

7.10 No student will have more than two supervisors.

7.11 No student once registered for thesis/project units will be allowed to continue the programme without a Thesis Supervisor having been appointed by the DPPC.

7.12 No change in thesis supervisor(s) will be allowed without the consent of the DPPC.

- 7.13 No change/addition of Supervisor (s) is/are allowed after the thesis has been submitted to the academic section.
- 7.14 In case there has been change/addition in the Supervisor(s) the thesis will be submitted not earlier than three months from the date of such change/addition.
- 7.15 With prior approval of the Chairman, Senate on the recommendation of the Chairman DPPC and Chairman IPPC, a student may be allowed to have a co-supervisor from outside the institute, in exceptional cases.

8. REGISTRATION

- 8.1 Every student is required to register for approved courses through the assigned Faculty Advisor/ Thesis Supervisor/ Secretary DPPC at the commencement of each semester on the day fixed for such registration and notified in the Academic Calendar. The Dean Academic Affairs may cancel the registration of one or more courses if they are found to violate some rules or if there are restrictions imposed due to disciplinary reasons.
- 8.2 Only those students will be permitted to register who have:
- cleared all Institute, Hostel and Library dues and fines (if any) of the previous semesters,
 - paid all required advance payments of Institute and Hostel dues for the current semester, and
 - not been debarred from registering on any specific ground.
- 8.3 A student who obtains a CGPA lower than 5.00 with grade 'DD' in some subjects or grade 'F' in some subjects may be permitted by the Dean of Academic Affairs on the recommendations of the DPPC to repeat one or more DD graded subjects along with the failed subjects, provided, the subject(s) is /are being offered therein.
- 8.4 When a student re-registers for a subject, in accordance with clause 12.3 and clause above, his/her new grade will be used for SGPA calculation, whereas for CGPA calculation, the better of the two grades (the old and the new) of that subject will be considered.
- 8.5 Students may add and drop subject(s) with the concurrence of the Thesis Supervisor/ Faculty Advisor/ Secretary DPPC, and

under intimation to the concerned course instructors and the academic section provided this is done within the date mentioned in the Academic Calendar and as per the conditions given in Clause 11.3.

9. DURATION OF THE PROGRAMME

The duration of the M.Tech./M.Des. programme is as follows:

The minimum duration of the M.Tech./M.Des. Programme (excluding dropped semester(s)) is four semesters from the date of admission.

The maximum duration of the M.Tech./M.Des. Programme is 4 years from the date of admission.

10. TEMPORARY WITHDRAWAL FROM THE INSTITUTE

10.1 A student who has been admitted to a M Tech/M Des programme of the Institute may be permitted to withdraw temporarily from the Institute on the grounds of prolonged illness or grave calamity in the family for a period of one semester or more, provided:

he/she applies to the Institute within at least 6 weeks of the commencement of the semester or from the date he last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of his/her guardian;

the Institute is satisfied that, counting the period of withdrawal, the student is likely to complete his/her requirements of the M. Tech. /M. Des. Degree within the time limits specified in Clause 9.1.2 above

there are no outstanding dues or demands in the Institute/ Hostel /Department/ Library.

10.2 A student who has been granted temporary withdrawal from the Institute under the provisions of Clause 10.1 will be required to pay fees/charges (except tuition fees and hostel dues) till such time as his/her name is on the Roll List. However, fees once paid will not be refunded.

10.3 A student will be permitted only one such temporary withdrawal during his/her tenure as a student of the M.Tech./M. Des. Programme.

11. ASSESSMENT OF PERFORMANCE

11.1 There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the teacher concerned or the appropriate committee appointed for this purpose on the following basis.

In case of

theoretical subjects, the evaluation will be based on instructors assessment, quizzes, mid semester examination and end semester examination, and

sessional subjects (Laboratory/Design/Studio etc.), the evaluation will be on the basis of attendance, assessment of the tasks assigned and end semester test/viva.

The evaluation of the project/thesis work will be based on sessional work assigned by the thesis supervisor; seminar, project/thesis report and project/dissertation / thesis evaluation committees"assessment (mentioned in Clause 11.2 below).

In case of other requirements such as seminar, etc., evaluation will be as determined by the grade awarding authority.

The mid-semester and end-semester examination will be conducted centrally by the Academic Section of the Institute every semester. Every theory course must have a mid-semester and an end-semester examination. The durations of the examinations will be 2 hours and 3 hours respectively. No course can have an examination of shorter durations. The class-tests or quizzes will be organized by the instructor concerned. However, mid-semester examination can be a take home examination for M Tech/M Des courses only.

The weightage assigned to different components of assessment will be announced by the concerned instructor(s) in the beginning of the semester.

The results of performance of the students in the mid-semester examination shall be announced by the instructors. The instructors should workout following points for returning evaluated mid-semester answer scripts:

for spot verification by students, the evaluated answer scripts shall be made available during one of the lecture

classes/lab classes/tutorials or during a special session, as may deemed fit by the instructor;

at least a week ahead of the notified time-schedule for verification of answer scripts by the students, individual course instructor(s) may display the model answers relating to the question paper, through website for information to the students;

students shall point out discrepancies in the evaluation by the instructor, if any, on the spot;

after conclusion of the spot verification of answer scripts, the students shall be allowed to carry their answer scripts; and no claim whatsoever shall be entertained afterwards.

All instructors should report to their respective HODs about showing of evaluated answer scripts to the concerned students by the stipulated date set for the purpose in the academic calendar.

The concerned HOD in turn shall send their respective reports on the subject to the Dean of Academic Affairs, within 7 (seven) days from the scheduled last date for showing evaluated answer scripts to the students.

- 11.2 The final grades for a subject must be submitted through the Institute's ERP system, shall sign, and submit two copies of the submitted marks to the concerned Head of the Department by the due date specified in the concerned notification. The Head of the Department shall forward one copy of all the grades to the Academic Section by the due date specified in the concerned notification.

A Model Break up for Assessment of Marks of Semester Examination for PG Programmes

THEORETICAL SUBJECTS

Instructors assessment (15 marks) (15% weightage)			Mid semester examinati on (30 Marks) (15% weightage)	End Semester Examination (100 Marks) (70% weightage)	Total Marks (100)
Class Test/Quizzes (5 Marks) (5% weightage)	Assignme nt (5 Marks) (5% weightage)	Attendance (5 Marks) (5% weightage)			

SESSIONAL SUBJECTS (Laboratory/Design/Studio)

Instructors assessment (30 Marks) (30% weightage)			End Semester Examination / Viva Voce (70 Marks) (70% weightage)	Total Marks (100)
Performance of Laboratory / Design / Studio experiment (15 Marks) (15% weightage)	Mid-term lab assessment/ Note book/record book (10 Marks) (10% weightage)	Attendance (5) (5% weightage)		

11.3 Evaluation of M Tech/M Des Project/Dissertation/Thesis

The project/ dissertation/ thesis work is in two/ three stages, each spread over a semester. At the end of the every stages (excluding final stage), the student is required to submit a report of his/her work by a prescribed date to the Secretary, DPPC and present it to an Internal Project/Thesis Evaluation Committee. After passing of any stage, the subsequent stage of the work is continued in the following semester.

Those who fail in any stage assessment will be required to re-register for that stage in the following semester.

The procedure for submission of M Tech/M Des last stage Project/ Dissertation/ Thesis and conduct of oral examination are as follows.

The thesis supervisor(s) shall be satisfied that the work has been completed. The supervisor(s) shall forward a list of examiners (comprising of at least two faculty members from the department, in addition to the supervisor(s) and one member from outside the department or an external expert) through the Secretary, DPPC to HOD.

The HOD will then forward the list of examiners to the Chairman IPPC for the approval at least 15 days before submission of the thesis.

Following the approval, unbound copies of the thesis (one each for every examiner) shall be submitted to the Department at least one week before probable date of the examination.

The supervisor(s) will fix the date of oral examination;

make an announcement (through notices and e-mail) and forward unbound copies of thesis to the examiners. The date of oral examination shall be communicated to the academic section.

The oral examination of a M. Tech/M. Des. Project/Thesis shall be held as per announced schedule and it shall be an open one.

The Supervisor/Secretary, DPPC (if Supervisor is not available at the time of oral examination) shall be the convener of the oral examination committee. The committee shall evaluate the project/thesis of the candidate on the basis of presentation of the report, originality of the contents therein, demonstration of equipment model/hardware/software developed, the oral presentation and oral examination. In case the committee recommends a major revision and recommends a re-examination of the project/thesis, Grade "I" shall be awarded and the student shall be required to continue the project/thesis and resubmit the thesis within a period of two months. In case the committee rejects the thesis, Grade "F" shall be awarded and the student shall be required to re-register for the last stage project/thesis in the subsequent semester. The grade to be awarded to a student shall be evolved by the committee by consensus. The report of the oral examination committee including the grade shall be submitted to the Secretary, DPPC by the committee.

On successful completion of Oral Examination, each student shall submit bound copies of the thesis making corrections, if any, suggested by the examiners (one each to the supervisor(s) and the department) and an electronic copy to the department. Student shall obtain approval of the supervisor(s) before submitting the corrected version of the bound thesis. Secretary, DPPC shall forward the report of the oral examination committee along with the grade to the Dean of Academic Affairs only on receipt of the bound thesis and an electronic copy from a student. All M. Tech/M. Des. Project/Thesis reports of a batch of students will be copied on a CD for archival purpose and deposited to the Central Library.

The last stage project/thesis work can be extend upto last date for I and X graders conversion as mentioned in the academic calendar of that semester.

Non-evaluation of any stage project/thesis within stipulated time, "F" grade will be awarded automatically and the student shall be required to re-register for that stage of project/thesis in the subsequent semester

11.4 The grade sheet at the end of each even semester examination shall show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination shall also indicate CGPA, equivalent percentage marks and the division awarded according to clauses 7 of the Academic Ordinance (OA)

12 EXAMINATION

12.3 In assessing the student's attainment in subjects (Theory, Laboratory, Studio and Sessional), seminars, project / thesis work etc., the system of continuous assessment is adopted by the Institute. In conformity with this practice, there will be one mid semester examination and an end semester examination for every theoretical subject in addition to the instructors' assessment and quizzes etc.

12.4 A student may be debarred from appearing in the end semester examination due to the following reasons:

If any disciplinary action is taken against him/her.

On recommendation of instructor, if his/ her attendance in the Lecture/ Studio/ Practical classes has not been satisfactory during the semester, and/or, his/her performance in the sessional work done during the semester has been unsatisfactory.

13 MAKE-UP EXAMINATION

13.3 Official permission to take a make-up examination will be given under exceptional circumstances such as admission to a hospital due to illness and a calamity in the family at the time of examination. Students residing in the hostels should produce a medical certificate issued by the Institute Medical Officer only. Students who are permitted to stay outside the campus or who have been authorised to be away from the Institute should produce a medical certificate from a Medical Officer and endorsed by the Institute Medical Officer. Certificates from private medical practitioners will not be accepted. The Dean of Academic Affairs can use his/her discretion in giving permission to a student to take a make-up examination.

13.4 No make-up examination will be scheduled for the mid-semester examination and quizzes. It is entirely upto the instructor to ascertain the proficiency of the student by whatever means considered appropriate to him/her if he/she is satisfied of the bonafide of the case.

13.5 Make-up examination will be held as per dates notified in the

Academic Calendar. Make-up examinations at any other time can be held only with the permission of the Dean of Academic Affairs.

14 ELIGIBILITY FOR AWARD OF M.TECH / M. DES DEGREE

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

completed all the credit requirements for the degree with grade a “DD” or higher grade in each of the subjects (Theoretical, Laboratory, Studio, Workshop, Sessional etc.), Seminar, Project/Thesis etc.;

obtained a CGPA of 5.00 or more at the end of the semester in which he/she completes all the requirements for the degree;

no dues to the Institute, Department, Hostels; and

no disciplinary action is pending against him.

14.4 The award of M. Tech. /M. Des. degree must be recommended by the Senate and approved by the Board of Governors of the Institute.

15. REVISION OF THE REGULATION

The above contents of the document may be modified or revised as and when situation arises.

APPENDIX-A

ELIGIBILITY CRITERIA FOR ADMISSION INTO M.TECH. /M.DES. PROGRAMME

The details of the eligibility criteria (i.e. minimum qualifications and experience) for admission to various M.Tech./M.Des. programmes are given in this appendix. The Senate reviews the same for admission to the M.Tech./M.Des. programme from time to time. Relaxation in academic qualification for reserved categories of students is as per Government of India guidelines.

MINIMUM QUALIFICATIONS

A.1 Minimum qualifications for M. Tech Programme

Minimum CGPA of 6.5 or 60% of marks or First Class in the qualifying degree, fulfilling specific requirements for different disciplines, as indicated below:

Food Engineering & Technology:

B.E/ B.Tech. degree in Food technology/Food Engineering /Food Engineering &Technology /Food Technology &Biochemical Engineering /Agricultural &Food Engineering/Biotechnology or M.Sc. degree in Food Technology /Food Science and Technology/ Food Processing Technology/ Biotechnology for the specialization of Food Engineering & Technology or equivalent and a valid GATE score

Agricultural Science & Technology

B.E/B.Tech. degree in Agricultural Engineering/ Agricultural Technology or M.Sc. degree in Agricultural science/ Agriculture or equivalent and a valid GATE score

Water Resources & Hydraulic Engineering:

B.E/B.Tech. Degree in Civil Engineering /Water resources/hydraulic Engineering or equivalent for the specialization of and a valid GATE score

Geotechnical Engineering

B.E/B.Tech. Degree in Civil Engineering or equivalent and a valid GATE score.

Green Energy Technology:

B.E./B.Tech. Degree in Electrical Engineering/ Mechanical Engineering/ Electronics Engineering/Instrumentation Engineering/ Energy Engineering or equivalent and a valid GATE score.

Computer Science & Engineering:

B.E./B.Tech. Degree in Computer Science&Engineering/ M.Sc. (Computer Science/Information Technology) /Graduates (AMIETE) from Institution of Electronics and Telecommunication Engineers (IETE) in Computer Science/& Engineering or MCA from a recognized Institution or equivalent and a valid (GATE) score.

Instrumentation Engineering:

B.E./B.Tech degree in Instrumentation Engineering /Electrical Engineering/ Instrumentation & Control Engineering/ Electrical and Electronics Engineering/ Electronics & Instrumentation Engineering/Electronics & Communication Engineering/AMIE/AMITE in Instrumentation Engineering/Electrical Engineering / Electronics and Communication Engineering or equivalent and a valid (GATE) score.

Electronics & Communication Engineering

B.E./B.Tech degree in Electronics & Communication Engineering / Electrical and Electronics Engineering/ Electronics & Instrumentation Engineering/ Electronics & Communication Engineering/ AMIE/ AMITE in Electrical Engineering /Electronics and Communication Engineering/Instrumentation Engineering or equivalent and a valid (GATE) score.

A.2 Minimum qualifications for M.Des. Programme

Minimum CGPA of 6.0 or 55% of marks in the qualifying degree/diploma having All India Common Entrance Examination for Design (CEED) qualification/score

Multimedia Communication and Design

4-year Bachelor's degree or equivalent in Multimedia Communication and Design/ Design/ Animation/ Engineering/ Architecture/ Interior Design or a Design related field or 4-year Professional Diploma in Design of NID or Professional Diploma of CEPT (5-year programme)

Indigenous Artefacts and Design Heritage

4-year Bachelor's degree or equivalent in Multimedia Communication and Design/ Design/ Engineering/ Architecture/ Interior Design or a

Design related field or 4-year Professional Diploma in Design of NID or Professional Diploma of CEPT (5-year programme).

All India Common Entrance Examination for Design (CEED) qualified candidates of other relevant discipline includes Fine Arts/Applied Arts/Mass Communication may also be eligible.

A.3 Minimum Experience for Sponsored and Part-time Categories

Candidate in Sponsored and Part-time categories must be a regular employee of the sponsoring organization with at least two years of professional experience in the respective field.

FORM I -SPONSORSHIP LETTER
(This should be typed on the letter head of the
sponsoring organization)

Reference No.
Date

To
The Director
CIT Kokrajhar
Deemed to be University
MHRD, Govt. of India

Sub: Sponsoring an Employee for M. Tech. /M.Des.
Programme

Dear Sir,

We hereby sponsor the candidature of Mr. /Ms
.....who is an employee in
our organization, for joining M. Tech./M.Des. Programme in
.....at your Institute as a full-time student.

It is certified that he/she has completed 2(Two) years of
service in our organization/ institute as a regular employee.

We shall relieve him/her of his/her duties in the organization
during the two years of the M. Tech./M.Des. Programme.

Sponsoring Authority
Seal & Signature

Form II - No-Objection Certificate for Part-time category
(This should be typed on the letter head of the sponsoring organization)

Reference No.
Date

To
The Director
CIT Kokrajhar
Deemed to be University
MHRD, Govt. of India

Sub: No-Objection Certificate

Dear Sir,

We have no objection if Mr./Mrs.....an employee in our organization, is admitted to the M. Tech./M.Des. Programme inat your Institute as a part-time student.

It is certified that he/she has completed 2(Two) years of service in our organization/ institute as a regular employee.

We shall give him/her leave of absence to attend class work at CIT Kokrajhar during two years of the M. Tech./M.Des. Programme.

Sponsoring Authority
Seal & Signature