नियमऔरविनियम
Rules and Regulations

एम. टेक. डिग्रीकार्यक्रम
MTech Degree Programme
Academic Year 2022-23 onwards

राष्ट्रीयप्रौद्योगिकीसंस्थानदिल्ली
NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(शिक्षामंत्रालय, भारतसरकारकेअधीनएकस्वायत्तसंस्थान)
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CONTENTS

1.   Introduction

National Institute of Technology Delhi (NITD) is one of the thirty one NIT (s) established in the year 2010 by an act of parliament and has been declared as an Institute of National importance. NIT Delhi is an autonomous Institute which functions under the aegis of Ministry of Education, Government of India. It aims to provide education and research facilities in various disciplines of Engineering, Science and Technology, Management, Social Sciences and Humanities for advance learning and dissemination of knowledge. The mission of NIT Delhi is to produce human resource those who are creative, competitive and innovative with high intellect and ethical values. The Institute is imparting holistic education, along with inculcating high moral values in its students. NIT Delhi has started its academic session in 2010 with three undergraduate B. Tech. degree programmes in Computer Science and Engineering, Electronics and Communication Engineering and Electrical Engineering. The academic activities of NIT Delhi were initiated at NIT Warangal in year 2010 which later moved to a temporary campus at Dwarka, New Delhi in June 2012, then moved to temporary campus at IAMR Narela in March 2014. Now currently running at our permanent campus i.e. NIT Delhi, Plot No. FA7, Zone P1, GT Karnal Road, Delhi 110036, INDIA since 2022**.**

2   ProgrammesOffered& Admission

Provisions of these regulations shall come into force with effect from the autumn semester of the academic year 2022-23 and shall be applicable to all Master of Technology (M.Tech) courses (unless otherwise stated) offered by the Institute.

MTechDegreeProgrammesarecurrentlyofferedinthefollowingspecializations   by   the   respective departments as listed below.

Department	Programme	Course/Specialization
ComputerScienceandEngineering	MTech	Computer Science and Engineering(Analytics)
ComputerScienceandEngineering	MTech	Computer Science and Engineering
ElectronicsandCommunication Engineering	MTech	Electronics and CommunicationEngineering
ElectronicsandCommunication Engineering	MTech	VLSIDesign
ElectricalandElectronics Engineering	MTech	PowerElectronicsand Drives
ElectricalandElectronics Engineering	MTech	Power & Energy Systems
MechanicalEngineering	MTech	ComputerAidedDesignand Manufacturing(CAD/ CAM)
AppliedSciences	MTech	Mathematics & Computing

The provisions of these regulations shall also be applicable to any new discipline that may be introduced from time to time unless stated otherwise.

2.1 Admission

Admissions are made on all India bases, with reservations as per Government of India norms through CCMT.The selection criterion for admission to the entire MTech programme is based on valid GATE score.

2.2 EligibilityCriteria:

Candidates seeking admission to MTech in Engineering should have passed B.E./B. Tech./B.Sc. (Engineering) or equivalent degree in the subject concerned from a recognized University/Institute with First Class and not less than 60% aggregate marks (of all the years) or equivalent CGPA of 6.5/10. Candidate must have validGATE score in the same branch where seeking admission.

Relaxation in minimum Percentage/Equivalent Grade Point requirements will begiven as per the National Reservation Policy of Government of India.

Students of following disciplines passed out from B.E./B.Tech/B.Sc (Engineering) will be eligible for the admission in the various MTech programmes offered at NIT Delhi.

Sl. No.	Department	Course/ Specialization	Qualifying Disciplines in
1	Applied Science (AS)	Mathematics & Computing (MC)	**BE/BTech/BSc(Engineering)/MCA/ MSc** in Mathematics, Statistics, Computing, Computer Science & Engineering, Information Technology, Electronics & Communication, Engineering, Electrical & Electronics Engineering, Electronics & Instrumentation Engineering, Electrical Engineering and other relevant disciplines.
2	Computer Science and Engineering (CSE)	CSE	**BE/BTech/BSc(Engineering)/MCA/ MSc** in Computer Science & Engineering, Computer Engineering, Information Technology, Software Engineering, Electronics & Communication Engineering, Computer & Communication Engineering and other relevant disciplines.
3	Computer Science and Engineering (CSE	Analytics (CSE-A)	**BE/BTech/BSc(Engineering)/MCA/ MSc** in Computer Science & Engineering, Computer Engineering, Information Technology, Software Engineering, Electronics & Communication Engineering, Computer & Communication Engineering, Mathematics and other relevant disciplines.

4	Electrical Engineering (EE)	PED (Power Electronics and Drives) (PED)	**BE/BTech/BSc (Engineering)** inElectrical & Electronics Engineering, Electrical Engineering, Instrumentation & Control Engineering and other relevant disciplines.
5	Electrical Engineering (EE)	Power and Energy Systems (PES)	**BE/BTech/BSc (Engineering)** in Electrical & Electronics Engineering, Electrical Engineering, Power Systems, and other relevant disciplines.
6	Electronics & Communication Engineering (ECE)	Electronics & Communication Engineering (ECE)	**BE/ B Tech/ BSc (Engineering)/ MSc (Electronics/ Physics),** Electronics & Communication Engineering, Electronics Engineering, Electronics & Instrumentation Engineering, Electrical & Electronics Engineering and other relevant disciplines.
7	Electronics & Communication Engineering (ECE)	Electronics & Communication Engineering - VLSI	**BE/ B Tech/ B Sc (Engineering)** in Electronics, Electronics & Communication Engineering, Electrical & Electronics Engineering, Electronics & Instrumentation Engineering and other relevant disciplines.
8	Mechanical Engineering (ME)	CAD/CAM	**BE/ B Tech/ B Sc (Engineering)** in Mechanical Engineering, Automation Engineering, Production Engineering, Industrial Engineering Manufacturing Engineering, Manufacturing Processes & Automation Engineering, Automobile Engineering, Aerospace Engineering, Mining Machinery Engineering and other relevant disciplines.

Eligibility and other criteria for admissions to MTech courses, MTech scheme and thecourses of the Institute will be reviewed and decided by the Senate from time to time.

3. **Academic Calendar**
The academic year is divided into two semesters, autumn and spring semesters.

The Senate/ Director shall approve the schedule of academic activities for an academic year including the dates of registration, mid - semester End semester examinations etc., which shall be referred to as academic calendar of the year. Each semester will normally be of 19weeks, which includes End semester examinations.
It may be ensured that the minimum number of effective teaching weeks in a semester is 16 approximately.
Academic calendar declared by the Institute in the beginning of a semester shall also fix fest dates during which all the co-curricular and extra-curricular programmes like Technical seminars/Spring

Spree/Institute day etc. must be organized.

4. Registration

Every student must register to the ERP portal online at the commencement of each semester on the day(s) fixed for & notified in the Academic calendar and also circulated by the Academics Section before the commencement of each semester.

The registration will be organized departmentally under the supervision of the Head of the Department/Coordinator of a respective specialization/programme.

Only those students will be permitted to register who have: (a) cleared all Institute and Hostel dues of the previous semesters including library dues (b) paid all required fees for the current semester, and (c) not been debarred from registering for a specified period on disciplinary action or any other ground.

A student who does not register on the day announced for the purpose may be permitted, in consideration of any compelling reason, late registration withinthe first week (according to the schedule given in academic calendar) on payment of additional late fee as prescribed by the Institute from time to time. Normally no late registration shall be permitted after the first week from the scheduled date (According to academic calendar).

After the date of late registration prescribed in the academic calendar, no students will be entitled to do the registration under any circumstances.

The students will choose the subjects for registration in consultation with the Faculty Advisor. The students may also consult the Head of the Department/Division /Centre/Section/ any other faculty.

(a) The choice of elective/ open elective courses will be based on the pre- registration basis, which has to be completed well in advance before the semester registration.

(b) There will be a provision for dropping/ switching of elective/ open elective courses within 2 weeks of commencement of semester only. After that no such above modification will be entertained.

(c) There may be a minimum 20% of the total strength of the students in the class required to conduct any elective courses. However, Head of the Department may be empowered to take the final call based on the need and situation.

(d) There may be a minimum 20% of the total strength of the students (from other department) required to conduct any open elective course. However, Head of the Department may be empowered to take the final call based on the need and situation.

(e) In case of switching of courses, the attendance shall be transferred in between the faculty members.

A Student can register for a backlog subject either for (i) Study or for (ii) Examination mode.

In case of Study mode, his / her previous marks will be cancelled and students will have to attend all classes and all examinations (both mid and end semester examinations) along with next batch of students. Students have to earn same attendance record (75% or above) like the other regular students registered for that course. Major changes in the time table shall not be entertained to accommodate backlog students.

In case of registration for examination mode, students will not attend the classes, but will appear only for the end-semester examination(s) or make-up examination(s) as and when they are conducted. In such a case, the student shall be awarded only 'D' grade, even if student gets 40% or more marks in the end semester/makeup examination, else 'F' grade will be awarded.

Backlog students registering for makeup examinations under study or examination mode have to submit an undertaking that they will not change the status of their registration for any subject during the entire semester.

4.1 Provision for Re-Registration of Student who did not register in a Semester

If a student fails to register in a semester within the stipulated time mentioned in the academic calendar and subsequently he/ she is intended to register in any of the coming semester, his/ her request for registration may be considered by the competent authority subject to following conditions:

(a) He/ she will have to pay the registration fee, tuition fee etc. in all the previous semesters for which he/she remained absent without any valid permission.

(b) In addition to above, he/ she will have to pay a penalty of Rs. 10, 000per semester in all the previous semesters for which he/she remained absent without any valid permission.

(c) No registration in between the semester will be allowed and will only be followed according to the dates mentioned for registration in Academic calendar.

(d) In case of such absence without prior approval, the rule for minimum period required (according to regulations) time to confront student's degree shall not be violated.

(e) No request by the student in such cases for special examinations/ any alternations etc. will be entertained, under any circumstances.

5. Credit System and Programme Structure

5.1 Credit System:

Education at the Institute is organized around the semester-based credit system of study. A student is allowed to attend classes in a course and earn credit for it, only if he/she has registered for that course. The prominent features of the credit system area process of continuous evaluation of a student's performance/progress and flexibility to allow a student to progress at an optimum pace suited to his/her ability or convenience, subject to fulfilling minimum requirements for continuation. A student's performance/progress is measured by the number of credits that he/she has earned,
i.e. completed satisfactorily.

Based on the course credits and grades obtained by the student, grade point average is calculated. A minimum grade point average is required to be maintained for satisfactory progress and continuation in the programme.

5.2 Earning Credits:

At the end of every course, a letter grade is awarded in each course for which a student had registered. On obtaining a pass grade, the student accumulates the course credits as earned credits. A student's performance is measured by the number of credits that he/she has earned and by the weighted grade point average.

5.3 Audit Course:

A student has the option to audit some of the course of his/her interest from the core/ elective courses offered by any department in that semester. However, the credits obtained in these audit courses will not be counted for minimum credit requirement for degree. Moreover, the grades earned in the audit courses will not be considered for the calculation of GPA. In order to clear the audit course, student has to obtain minimum 'D' grade in that audit course(s).

5.4 Programme Structure

Duration of M Tech programme is of 4 - semesters.

The total course curriculum for an MTech Degree programme will typically consist of the following components.

Core Courses (4 Departmental +2 Laboratory + 2 Mandatory) ≥ 24 Elective Courses (5 Departmental + 1 Open) ≥ 18*
Dissertation (Sem.III:8Credits+Sem.IV:12Credits) = 20 Independent Study and Seminar = 06
one of the electives can be replaced by project work with the permission of Dean (R&C) andHOD with equivalent credits of that particular course.
The total number of credits for an MTech programme is 80. The semester-wise distribution of credits, courses, and syllabi of all M Tech programmes offered by each department may be implemented after approval of Senate on the recommendations of departmental Board of Studies.

Minimum credits to be earned for the MTech degree=80.

In order to qualify for an MTech degree of the Institute, a student is required to earn minimum of **80 credits** according to the scheme of instruction for that programme as approved by the Senate.

Semester wise Breakup for credits:

Semester	MinimumCreditsrequiredinEachSemester (Credit break up for each semester)
I	20
II	20
III	20
IV	20

The detailed break up of credits will be given in the course curriculum.

5.5 Assessment of Academic Performance

There will be relative assessment/ relative grading of the performance of students throughout the semester and grades will be awarded by the course instructor.
The relative grading will be evaluated based on the following marking scheme.
(a) **Theory Course:** 100markswiththefollowingweightages:

1.   Continuous Evaluation: 25 Marks (Attendance/Classtests/Surprisetests/assignments/quizzes)

Marks for Attendance will be given according to the following rule: (Attendance to be rounded off to nearest integer)

Attendance (in %)	Marks
76% - 80%	1
81% - 85%	2
86% - 90%	3
91% - 95%	4
96% - 100%	5

2.   Mid-semester Examinations: 25marks
3.   End-semester Examination: 50marks

(b) **Laboratory Course**:100 marks with the following weightages:

a)   Continuous evaluation: 50marks
b)   End Semester examination: 50 marks

The component of continuous evaluation will be decided by course coordinator.

This may be taken as following example:

•   For Every laboratory there will be 5 marks. Suppose number of labs conducted is 14 in that semester then 70 marks will be scaled down to 50 for continuous evaluation and if number of labs conducted is 8 then the 40 marks will be scaled up to 50.

•   5 marks of each laboratory will be given on following breakups by scaling down of total 50 marks.

1.   Laboratory Report of Previous Experiment - 10marks
2.   Viva Voce of Present experiment   -20 marks
3.   Performance in Present experiment   -20 marks

The mode and nature of the evaluation and the corresponding weightages, for the subcomponent shall be intimated to the students at the beginning of the semester along with the lecture schedule.

(c)   Theory Course with Laboratory

A course having theory as well as laboratory component together, will be evaluated with 60% weightage to theory and 40% weightage to laboratory for overall grading, with independent marking system given above for theory and laboratory courses.

For dissertation and seminar courses, separate assessment committees will be formed by the Head of the Department/Centre for the evaluation of performance at dissertation and seminar. Every student is expected to attend all the seminars and dissertation presentations of all the students of the batch held in the Department/Centre during the semester on the dates mentioned in the Academic Calendar.
A separate committee nominated by the Head of the Department shall be associated to conduct the comprehensive viva-voce.

5.6 Grading System

The grading reflects a student's own proficiency in the course. As a measure of student's performance, a 7-scale grading system using the following letter grades andcorrespondinggrade points per credit shall be followed. Grading will be done based on the usual relative grading procedure.

The grades and their description, along with equivalent numerical points wherever applicable are listed below:

Grade	GradePoints	Description
A+	10	Outstanding
A	9	Very Good
B+	8	Good
B	7	Average
C	6	Below Average
D	5	Marginal
F	0	Poor

- Minimum marks required to pass the course is 40 % of the overall performance throughout the semester and 40% in the end semester examination as well.

- In case of bunching, the Dean (Academic) may review the reasons for bunching and modify the ranges, marginally. In all such cases, the modified ranges and the reasons should be presented to the Senate for kind approval.

- In addition there shall be transitional grading symbols, which can be used by the examiner's to indicate the special position of a student in a subject.

Grade	GradePoints	Description
NP	-	Audit Pass
NF	-	Audit Fail
I	-	Incomplete

5.7 Descriptions of Grades:

A+' Grade
- The 'A+' grade stands for outstanding achievement. The minimum percentage for the award of an 'A+' grade is 80%. However, individual course coordinators may set a higher performance requirement. 'A+' grade can be given to a maximum of 5% students registered in the course.

'A, B+, B, C, D' Grades
- The class average marks (after excluding the marks obtained by students with A+ and F grade) should be in the mid – range of B grade and other grade (A, B+, C and D) ranges are to be fixed appropriately, so that, the distribution of number of students in the pass grades is a" near normal bell curve".

'F' Grade
- The 'F' grade denotes poor performance and indicates failing a course.
- A student has an option to take the course with F grade either in study mode or examination mode when offered next.
- A student with F grade is also eligible to take Make-up Examination (see rule for Make-up examination)
- In case of the elective courses in which F grade has been obtained the student may take the same course or any other course from the same category.

- When a student gets F grade in any subject(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated by taking 'zero point' for these subject(s). After these transitional grades have been converted to appropriate grades, the SGPA for the semester and CGPA at the end of the semester will be recalculated after taking into account the new grades.

'I' Grade

If a student misses the end-semester examinations due to a compelling reason like serious illness of himself/ herself which necessitates hospitalization or a calamity in the family, he/she may appeal to the Dean, Academic before commencement of examination through his/her Head of the Department and Institute Medical Officer for permitting himself/ herself to appear in the subsequent examination(s), when conducted next. A committee consisting of the following members may, after examining the documents and being convinced about the merit of the case, recommend permitting him/her to appear in the subsequent re examination(s), when conducted next, condoning his/her absence. In such cases transitory grade 'I' is temporarily awarded to the student in the subject.

Sub-committee:

i. Dean-Academic, Chairman.
ii. Dean-Students Welfare
iii. Concerned Head of the Department
iv. The Institute Medical Officer

The Deputy Registrar (Academic) – will assist the committee.

When a student gets I Grade for any subject(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated ignoring this (these) subjects. After these transitional grades have been converted to appropriate grades, the SGPA for the semester and CGPA at the end of the semester will be recalculated after taking into account the new grades.

'W' Grade

The 'W' grade is awarded in a course where the student has opted to withdraw from the course. Withdrawal from a course is permitted until 2 weeks from commencement of the semester.

S and U grades

The S grade denotes satisfactory performance and completion of a course. The U grade denotes unsatisfactory performance of a course and if it is a mandatory course, the student will have to register for the course until he/she obtains the S grade. The specific courses in which S/U grades are awarded are NCC/NSO/NSS, Extra-Curricular Activity.

5.8 Mid Semester and End Semester Examinations

- The mid-semester examination will be conducted usually after 7 or 8 weeks of commencement of the course, as notified in the academic calendar. The examination section will prepare the date sheet, seating plan and invigilation chart and the departments will conduct the mid semester and end semester examinations.

- Before the commencement of mid semester and end semester examinations, the office of Dean (Academic) will forward the actual list of students to the respective HODs of the departments and the office of COE.

- The office of Dean Academics will also publish the list of students who are eligible to appear in the end semester examination after taking care of attendance and other related issues of students before the commencement of end semester examinations at the end of each semester.

- Students are not allowed to leave the examination hall without submitting the answers script. They will not be permitted to enter the examination hall after **30 minutes** of commencement of examination and to leave the examination hall before half time of the closure of examination.

5.9 Re-Mid Examination:

If a student fails to appear for the mid semester examination in any subject(s) due to compelling reason like serious illness of himself/herself which necessitates hospitalization, he/she shall apply to the Dean (Academic) for the re-mid examination along with relevant certificates and duly recommended by the respective Head of the department, within one week after completion of the examinations or as per the date notified by the office of Dean (Academic). All such cases will be

refereed by institute medical officer and scrutinized by a committee. On the recommendation of committee the approved candidates shall be permitted for a re-mid examination. The re-mid examination of such candidates will cover the course content up to one class day before the date of such re-exam.

- Students will be permitted to appear in the examinations in only those subjects for which they have registered either for study or for examination at the beginning of the semester.

- The final grades awarded to the students in a subject must be submitted by the course instructor/coordinator, within five days from the date of last examination to the concerned Head of the department. The DPGC will compile all the grades submitted by the faculties of the respective departments and submit the final grades after moderation to the office of COE.

- Any change of grade of a student in a subject consequent upon the detection of any genuine error of omission and/or commission on part of the concerned instructor must be recommended by the DAC–UG/ DPGC and shall be forwarded by the instructor/coordinator through the Head of concerned Department to the office of Controller of Examination within 10 (Ten) days from the publish of provisional end semester result of the present semester.

- In order to ensure transparency in the evaluation of the scripts of end semester examination, those answer scripts also will be shown to the students up to the dates mentioned in the Academic Calendar before finalization of grades in DAC- UG/ DPGC. Once the grades are finalized by DAC-UG/ DPGC, the students will no longer have any right to verify his/her answer scripts.

- The student can appeal to DAAC for any arbitration within 10 (Ten) days from the date ofofficial publication of the provisional result in the institute website.

- Students may appeal for above through proper channel only (DAAC ---> Head of the Department-->Controller of Examination-->Dean Academic) within due date.

- Evaluation of common courses taking by multiple faculty members has to be done by Table corrections method only.

- Within 10 days from the last examination, the evaluation and grading should be finalized by faculty members after showing answer scripts to the students.

- After 10 days of publication of provisional result (if no query arises) the grades will be considered final and the same will be treated as final semester result.

- A student of MTech degree programme must complete the prescribed course work with a minimum requirement of 80 credits within a maximum period of 4 (four) years.

- A student who has passed all the courses without securing X, or F grades during the period of study and with a CGPA of 8.0 and above is considered eligible for the award of First division with distinction.

- A student failing to satisfy above rule even if he / she gets a CGPA of 8.0 or more will be eligible

for the award of First division only.

- A student with the CGPA of 6.5 and above but less than 8.0 is considered eligible for the award of First division.

- A student with a CGPA of 5.0 and above but less than 6.5 is considered eligible for the award of second division.

- The valued scripts shall be preserved for a maximum period of 6 months after publication of results.

- Examination record of all students shall be maintained in both soft copy and hard copy form in the academic section.

5.10 Makeup Examination

Students appearing in Make–Up Examination shall be governed by   the following rules:

- Students with 'F' or 'I' grade are only eligible to write Make – Up examination
- Make-Up examination is offered only once in an academic year.
- Make-Up examination will be in examination mode only.
- A student who has obtained 'F' grade in makeup examination may register in the subsequent semester for the course either for study or examination mode.
- The schedule for makeup examination is given in the academic calendar.
- A student can register for makeup examination in any number of courses.
- A student securing 40% or more marks in a course in the Make-Up examination shall be awarded only 'D' grade otherwise 'F' grade will be awarded.

5.11 Evaluation of Performance
SGPA and CGPA
Semester Grade Point Average (SGPA) will be computed for each semester. The SGPA will be calculated as follows:

$$SGPA = \frac{\sum_{1}^{n} C_i GP_i}{\sum^{n} C_i}$$

Where C_i = credit for the course.
GP_i = the grade point obtained for the course.
N = number of subject register for the semester.
Starting from third semester a Cumulative Grade Point Average (CGPA) will be computed for every student at the end of every semester. The CGPA would give the Cumulative performance of the student from the first semester up to the end of the semester to which it refers and calculated as follows:

$$CGPA = \frac{\sum S_i C_i}{\sum_n C_i}$$

Where S_i = SGPA of the semester.

C_i = total number of credits register during a particular semester.

n = number of semester under consideration.

The CGPA, SGPA and the grades obtained in all the subjects in a semester will be communicated to every student at the end of every semester except fourth semester. In its place a consolidated grade sheet is issued. This consolidated grade sheet supersedes all the earlier grade sheets.

Both SGPA and CGPA will be rounded off to the second place of decimal and recorded as such. Whenever these grade point averages are to be used for the purpose of determining the inter se merit ranking of a group of students, only the rounded off values will be used.

5.12 Formula for CGPA to Percentage conversion:
Percentage (%) = 9.5 X CGPA

6. Requirement of Teaching Assistantship/ Stipend and Terms and Conditions:

All students admitted to MTech programmes will be eligible for teaching assistantship/stipend in their respective departments.
Tenure of the teaching assistantship/stipend will be counted from the date of registration and initially will be awarded for the first semester.

Assistantship will be renewed on semester to semester basis. A student should have CGPA >= 6.5 to get the assistantship for the next semester, failing which assistantship/stipend will be stopped. However, the student will be allowed to continue the MTech programme without assistantship/stipend. After attaining the sufficient CGPA (in cases), the stipend of the concerned student may be immediately started from the first day of next calendar month (not from next semester) subject to fulfillment of all other necessary conditions.
Normally the tenure of the assistantship/stipend will be terminated with effect from the day following the date of final thesis/dissertation or 24 months from the date of first registration whichever is earlier, provided he/she has not left the institute earlier or being expelled from the institute.
If the student is absent due to illness/medical reasons, the stipend could be extended for the corresponding duration provided the total stipend duration (during the whole programme) doesn't exceed 24 months.

To avail the teaching assistantship/ stipend, MTech student has to work fulltime in the institute and has to perform minimum 8 hours/week of duties assigned to him/her. Failing which assistantship/ stipend may be stopped.

The assistantship/stipend for the last month shall be payable subject to foregoing up to the actual date of the student's leaving the institute. The assistantship will be allowed for the last month on production of proper No Dues certificates.
Continuation of student's assistantship/stipend from month to month will be subject to candidate's good conduct and good performance in the assigned work verified by the competent authority of the department.
Student has to submit a progress report along with the assistantship/ stipend form to the HOD,

through DPGC convener on the last working day of each month.

The sanction of assistantship/ stipend will be as per the guidelines prescribed AICTE/MoE from time to time.

7. Attendance:

Attendance in all classes (lectures/tutorials, laboratories etc.) is compulsory. A student will not be permitted to appear in the end semester examination on grounds of unsatisfactory attendance. Minimum required attendance in each theory /laboratory course is 75% for appearing in the End Semester examination.
Attendance of 75% is mandatory to sit for the end semester examination. Even after availing all kind of leaves, requirement of 75% attendance is mandatory.
The student attendance record will be displayed twice in a semester (before mid- semester and before end semester) in the respective departmental notice board.

Attendance of each and every class for both theory and laboratory courses shall also be entered before the end of the week by the concerned teacher in the online system in the Institute Web Site. Students are advised to monitor the status of their attendance in the online system from time to time.

Absence of 1- 15 days without obtaining proper and prior approval/ sanction of leave from the competent authority of the department will be treated as an act of indiscipline and the stipend for that whole month may not be paid to the student.

Absence of 16 or more than 16 days without obtaining proper and prior approval/ sanction of leave from the competent authority will be considered also as an act of indiscipline. A warning (through email and hard copy will be posted at the permanent address filled by the student in his/her registration form) shall be issued to the student and if he/she does not respond within 5 working days then the process of cancellation of registration shall be initiated by the Institute Post Graduate Committee (IPGC) on recommendation from DPGC.

To promote extra-academic/extra-curricular activities, attendance of maximum 5 working days will be relaxed for those students who are officially representing NIT Delhi in cultural/sports/academic events, organized at National and International levels with prior approval of the Institute only.

8. Leaves

An M Tech student shall be entitled to the following kinds of leave (Table I) during every academic year, counted from the date of commencement of the session concerned as prescribed in the academic calendar of the institute.

Head of the department will be the sanctioning authority for leave in every case provided the leave application submitted to HOD is forwarded through proper channel.
(Supervisor-DPGC Convener: for Final year MTech students) (DPGC Convener: for first year M Tech students)

Table I :

Sr . No.	Leave	Maximum Number of Days	Sanctioning Authority
1.	Casual Leave	8 days per semester subjected to the condition that such leave will not be allowed for more than 5 days consecutively.	HoD

Any absence over and above the prescribed type of admissible leave shall entail deduction from the scholarship, besides other action as may be decided by the Institute.
Any sort of leave cannot be accumulated to next semester.

The leaves for the students in any case shall not affect the minimum attendance criteria i.e. 75 %.

Leave for official purposes like visiting institutions for research and other academic purposes for couple of days only will be granted based upon the recommendation of supervisor(s) and on the basis of prior approval through the proper channel (Supervisor – DPGC Convener – HOD).

An MTech student who wish to carry out research in joint collaboration with other institutions/R&D laboratories/industry during his/her part of dissertation work, may be granted by Dean (R&C) based on the recommendations through proper channel (Supervisor (s) - DPGC convener – HOD) for up to 45 days with stipend.

The students have to submit the following documents in such case for prior approval at least 15 days before to the competent authority:

(a) A proper No Objection Certificate has to be issued from the competent authority of the visiting institute/organization.

(b) Student has to apply through proper channel with proper justification of what extra facilities are available in the visiting organization, which is not available at NIT Delhi.

(c) Once in every 15 days work progress and the attendance record of the students should be received from the respective supervisor (co/ additional supervisor) of the outside organization to the main supervisor of the parent Institution.

(d) Students will have to be present for all the examinations at the parent Institution on the particular dates mentioned in the academic calendar or else notified otherwise.

In exceptional circumstances, Dean (R&C) may, on the recommendation from concerned DPGC and IPGC, grant a leave without stipend for a period not exceeding 1 year in the entire period of dissertation provided the student is going to any institute or to join industry or research lab of national importance and with valid justification for his/ her work. The procedure for the application and submission of respective documents by the candidate are mentioned above.

1. The courses in the 3rd semester have to be adjusted in first and second semester.
2. Student's performance and progress will be assessed through mid-semester and end semester dissertation presentations during 3rd and 4th semester.
3. By the end of 3rd semester, DPGC has to finalize the topic and title of dissertation for the student.
4. During his/her association with Industry/other organization during his/ her one year dissertation period, the organization will provide details of his/her attendance during that one year to the concerned supervisor at NIT Delhi.
5. The scholarship/any financial assistance will be provided to students based on the received attendance only.

MTech students will not be liable for any other leaves, like, summer/ winter/mid semester vacations etc. other than mentioned above.

9. Residential Requirement

The Institute is essentially residential and unless otherwise exempted/permitted, every student shall be required to reside in and be a boarder of one of the halls of residence and mess to which he/she is assigned. Being a full time program, the conversion from full time to part time is not permissible.

10. Summer Internship

A student may undergo internship from the institute for a period of 3 months to 12 months with prior approval from the competent authority.

The students have to submit the following documents in such case for prior approval at least 15 days before to the competent authority.

A proper No Objection Certificate has to be issued from the competent authority of the visiting institute/organization.

Student has to apply through proper channel (DPGC Convener – HOD) with proper justification of what extra facilities are available in the visiting organizations which are not available at NIT Delhi.
Once in every 15 days, a progress report of work and the attendance record of the students should be received from the respective supervisor (co/ additional supervisor) of the outside organization to the main supervisor at the parent Institution.

11. Official Procedure for Dissertation

Procedures	Time Domain	Concerned Authority
Selection of Supervisor for dissertation in proper format	Within 10 days of registration	DPGC convener
Approval from the supervisor in that format and approval from DPGC convener and HOD	Within 20 days of registration	DPGC Convener-HOD

Progress report submission: Students have to submit their progress report duly signed by the supervisor to the DPGC Convener. Failing to do that may cancel the registration of the student.	Before 10 days of the end of the semester	DPGC Convener
Presentation at the end of semester	On the date mentioned at academic calendar	DPGC Convener
Submission of final dissertation report at the end fourth semester in prescribed format (Appendix VI)	At least 20 days before the date of final presentation prescribed in the academic calendar.	DPGC Convener

12. Submission of Dissertation Report

Astudentwillbepermittedtosubmitthedissertationonlyifhe/shecompletes all the courses as required in the programme.

Students have to submit three hard bound copies (in prescribed format as given in Appendix VI) and soft copy of the report to the DPGC convener through the supervisor along with a proper cover letter. Students are advised to get the report check for plagiarism and attach the report for plagiarism along with the cover letter. Format of plagiarism check submission is given in Appendix IX.

Students have to submit the signed (from supervisor (s) hard bound) and soft copy (through email) of their dissertation report to the DPGC convener on or before the particular date mentioned for dissertation report submission in the academic calendar/circular by the department positively. No further submission will be entertained.
Dissertation report should mandatorily be hard bound for the clearance of the degree in the proper format mentioned in Appendix VI (Blue color hard bound cover in Golden Color Print).

A proper check list is given in Appendix VII.

13. Dissertation Evaluation

The dissertation carried out by a student will be conducted on the dates specified according to the academic calendar. The method of evaluation is as per the guidelines given in Appendix-I.

The dissertation supervisor will periodically review the progress of the student throughout the year and finally will give his/her assessment of the work done by the student.

The DPGC convener will carry out the plagiarism check for all the dissertation reports received for evaluation and recommend only those theses whose similarity content is less than or equal to20%. The plagiarism report of the dissertation performed by DPGC convener should be included in the hard bound copy of the dissertation report.

Concerned supervisor will recommend to the DPGC convener a panel of expert(s), from India, preferably from the institutes of national importance, to examine the report.

From the panel of experts, one expert will be selected by the Director/ Dean (R&C).

The soft copy (in pdf form) of the detailed synopsis of the dissertation report shall be forwarded to the examiner and the defense/viva-voce should be arranged within 15 days of the same.

Dissertation viva-voce will be held on the date fixed in the academic calendar and the grades will be finalized. Same external examiner who had evaluated the dissertation report will be appointed as the external expert for the evaluation of the dissertation at the end of fourth semester. The dissertation assessment committee constituted by the Head of the Department, along with the dissertation supervisor and external examiner, shall be associated with the evaluation and in conducting the viva-voce.

The DPGC shall recommend to the Dean (R&C) office for the award of the MTech degree if the viva voce is satisfactory and all the other requirements have been fulfilled. The signature of external examiner will be added to the hard bound thesis. In case, the student has not done the satisfactory research work towards his/her completion of Thesis/Dissertation work, he/she may continue without fellowship/stipend till the completion of his/her degree subject to the satisfactory report by the supervisor and external committee members.

Extension of dissertation work beyond the deadline of submission in very special case may be granted by the Dean (R&C) on recommendation of the department/centre. The viva-voce has to be completed within the extension period. The student shall not be eligible either forward of scholarship during the extension period or any medal/prize. However, if the student had been absent on medical grounds and his/her project had been extended, he/she may be eligible for award of medal or prize, if any. If the above mentioned extension period encroaches into the next semester, the student will have to pay the tuition fee on par with full time student.

Students will be encouraged to do their dissertation in his/her parent institute under the supervision of one/two faculties of the institute. A student is allowed to take a supervisor (or a joint supervisor) from other departments of the institute. In case the supervisor from the other department is the only supervisor of the student, HOD will be the administrative supervisor. The name of the administrative supervisor shall not come anywhere in the thesis. A student is also allowed to take a co-supervisor from the other institutes of National importance.

A student whose performance in the project work has been unsatisfactory may be assigned additional work on the same problem or assigned a new problem. If the student is assigned additional work the student will have to complete the work and appear at the viva-voce as per the academic calendar fixed by the Senate. If the student is assigned a new problem on account of any reason, the student will have to submit the dissertation and complete the viva- voce by December 31 of that calendar year. The student will not be eligible for scholarship during the extended period of his/her stay but will have to pay semester fees during the extended period of stay.

14. Graduation Requirements

In order to qualify for an M Tech degree of the institute, a student needs to fulfill the following requirements:

Minimum credits necessary for the award of PG degree is 80.

Must have completed all the credit requirements for the degree, as prescribed by the senate with at least grade "D" or a higher grade in each of the subjects/ courses for which the student registered in all the semesters.

Must have obtained a CGPA of at least 6.0/10 at the end of the semester in which the student completes all the requirements (including the dissertation) for the degree.

The student has cleared all Institute and Hall/ Hostel dues, if any.

The student has returned all library books borrowed by him/her and also returned instruments, apparatus issued to him/her in good condition.

A student with a CGPA of 8.0 and above, passing all subjects in the first attempt is considered eligible for the award of First Division with Distinction.

A student with a CGPA of 6.5 and above but less than 8.0 is considered eligible for the award of First Division only.

A student with a CGPA of 6.0 and above but less than 6.5 is considered eligible for the award of Second Division.

15. Conduct and Discipline

Students shall conduct themselves within and outside the precincts of the institute in a manner befitting the students of an Institute of National importance. Detailed rules regarding conduct and discipline are given in Appendix-III.

16. Withdrawal

16.1 Temporary Withdrawal:

A student who has been admitted to MTech programme may be permitted to withdraw temporarily under certain specified guidelines:

(a) A student who has been admitted to a degree program of the Institute may be permitted to withdraw temporarily for a period of one semester or more from the Institute on grounds of prolonged illness or acute medical problem in person which compelled him/her to stay at home.

(b) He/she applies to the Institute within 3 weeks of the commencement of the semester or from the date he/she last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the father/guardian mandatorily.

(c) The institute is satisfied that, inclusive of the period of withdrawal, the student is likely to complete all the requirements for the degree within 5 years of admission to the Programme, and then only the applications may be considered. There are no outstanding dues or demands from him/her by the Institute/Hall/Department/ Library/Gymkhana/NCC etc.

(d) A student who has been granted temporary withdrawal from the Institute, will be required to pay the tuition fee and other essential fees /charges for the intervening period till such time as his/her name is borne on the Roll List.

(e) In such a case student will be fully withdrawn from all courses of the semester, no part time basis withdrawal will be allowed.

(f) A student will be granted only one such temporary withdrawal during his/her tenure as a student of the Institute.

(g) Under no circumstances, will an application for semester withdrawal be accepted after the commencement of major tests. A student is not permitted to request for semester withdrawal with Retrospective effect.

(h) A student who has been granted a temporary withdrawal on medical grounds will be allowed to rejoin and resume his/her studies only after being declared medically fit by the Institute Medical Officer along with submission of proper medical documents duly verified by Doctor (With proper registration number and seal of the organization) from Government Medical Organization only.

(i) A student will be allowed to join in Autumn/ Spring semester only, if he/she has been withdrawn in any previous Autumn/ Spring semester i.e. if a student has been withdrawn in third semester, then he/ she will be allowed to join back in the next or subsequent third semester only, when it will appear next. This way he/she will be in a loss of one academic year at least.

16.2 Permanent Withdrawal:
Once the admission for the year is closed, the following conditions govern for permanent withdrawal of admissions:

(j) A student, who wants to leave the Institute for good, will be permitted to do so, only after clearing all the dues, if any. Also, all the fees and charges already paid will not be refunded on any account.

(k) Those students who have received any scholarship, stipend or other forms of assistance from the Institute shall repay all such amounts.

(l) The decision of the Director of the institute regarding all aspects of withdrawal of a student shall be final and binding.

17. Malpractices during Examinations

Students are not allowed to leave the examination hall without submitting the answer script. They will not be permitted to enter the exam hall **after 30 minutes** of commencement of the examination and to leave the exam hall before half time of the closure of examination.

The nature of malpractice and the minimum punishment are indicated in the following table.

Sr. No.	Nature of the Malpractice	Punishment
1.	**Taking or tearing out the pages of answer sheets used or unused answer booklets outside the examination room.**	Fine of Rs. 20,000/- per exam. In case of used answer booklets, in addition to the above fine, the candidate shall be awarded an F Grade in that subject.
2.	**Verbal or oral communication with neighbouring students after one warning.**	Taking away of the answer sheet and asking the student to leave the hall.
3.	**-Possession of any incriminating material inside the examination hall (whether used or not)** For Example: written or printed materials, bits, writings on scale, calculator, hand kerchief, dress, part of the body and hall ticket etc. **-Possession of cell phones, programmable calculator, recording apparatus or any unauthorized electronic equipment. Copying from neighbour.** **-Exchange of question papers and other materials with some answers.**	-In case of 'MID semester examination', zero marks will be awarded. In case of 'END semester examination', F Grade will be awarded. The candidate may be allowed to write make-up examination. -Fine of Rs. 10,000/- per exam and in case of 'MID semester examination', zero marks will be awarded. In case of 'END semester examination', F Grade will be awarded. The candidate may be allowed to write make-up examination. -Fine of Rs. 5,000/- per exam and in case of 'MID semester examination', zero marks will be awarded. In case of 'END semester examination', F Grade will be awarded. The candidate may be allowed to write make-up examination.
4.	**Possession of answer book of another candidate. Giving answer book to another candidate.**	Fine of Rs. 20,000/- and in case of 'MID semester examination', zero marks will be awarded. In case of 'END semester examination', F Grade will be awarded. The candidate may be allowed to write make-up examination.

5.	**Misbehaviour in the examination hall (unruly conduct, threatening the invigilator, or any other examination officials). Repeated involvement in malpractices 2 to 5 above.**	Cancellation of all theory examinations registered in that semester and further debarring from continuing his/her studies for one year (two subsequent semesters). However, such student may be permitted to appear for makeup examinations of the previous semesters. Fine of Rs. 10,000/- will be imposed as well.
6.	**Cases of Impersonation**	Fine of Rs. 25,000/- and handing over the impersonator (outsider) to the police with a complaint to take appropriate action. Also, cancelation of all examinations (all papers registered) for the bonafide student for whom the impersonation was done and further the bonafide student will be debarred from continuing his/her studies and writing all examinations for two years or expulsion from the institute. Fine of Rs. 25,000/- to both the student. Also, if a student of this institute is found to impersonate a bonafide student, the impersonating student will be debarred from continuing his/her studies and writing all examinations for two years or expulsion from the Institute.
7.	**Physical assault to the invigilator or any examination officials.**	Fine of Rs. 25,000/- and rustication from the Institute for one year along with warning. In case of repeated instance, permanent rustication.

Any other type of malpractices reported; the enquiry committee may recommend appropriate punishment.

The Malpractice and Disciplinary action committee (Academic) shall award the appropriate punishment. The constitution of the committee is as follows:

1. Dean (Academics)   Chairman
2. Dean (Student Welfare)   Member
3. Concerned Head of the Department   Member
4. Invigilator (s)   Member
5. Associate Dean (Academics)   Convener

18. Student Feedback

It is mandatory for every student to submit the online feedback on each and every course, he/she has undergone, on or before the last teaching day (As mentioned in academic Calendar).

Failing to submit the feedback, admit card for end semester examination will not be issued to those students and they will not be allowed to appear in the end semester examination.

19. Refund Policy

If a student chooses to withdraw from the program of study in which he/she is enrolled, the Institute (NIT Delhi) will follow the following steps for the refund of fees paid by the student.

1. If a student withdraws from the Institute before the Registration/Reporting at Admitted Institute/ [According to JOSAA/CSAB/CCMT/DASA time schedule available in respective website], **fee paid shall be refunded after deducting a processing fee of Rs. 1,000/-.**

2. If a student withdraws from Institute after the Registration/Reporting at Admitted Institute [According to CCMT/ DASA time schedule available in respective website], he/she needs to submit a withdrawal request through a completely filled-in application form as prescribed by the Institute (i.e. Annexure I) along with the 'No-Dues' form (available at Institute's website), verified from all the concerned Office/Dept./Section. Only after the approval of the same, the following deposits may be refunded after deduction of dues, if any:

a) Institute Caution Money
b) Hostel Security and Mess Security (if applicable).

Note:

- The refund will be made after the completion of the entire admission process and after the receipt of the Admission Fees from the CSAB/CCMT/DASA respectively (i.e. Fees submitted directly to the CSAB/CCMT/DASA by the student).

- Also, the Institute will follow the Refund rules for Fees as per the MOE guidelines notified from time to time.

- In case of natural or accidental death and major causalities of the student, the refund rules/clauses shall be applicable to the extent as given above.

- The above rules are applicable for entry-level admissions in UG/PG.

20. **Multi-Exit and Re-Entry:**

- Students exiting after 1st year will be awarded with PG Diploma.
- A student can take re-entry to the programme, at the stage she/he quitted within a period of three years.

21. Academic Bank of Credits (ABC):

- Students belonging to eligible Higher Educational Institutions (HEIs) can avail the facility of ABC.

- Credits obtained by undertaking courses in HEIs during or after the Academic Year 2021-22 alone are eligible for credit transfer, credit accrual and credit redemption through ABC.

- Students shall be required to earn at least 50% of the credits from the parent Institution that She/ He is enrolled for a programme.

22. ChangeofRegulations

Notwithstanding all that has been stated above, the Senate, has the right to modify any of the above rules and regulations from time to time. All such modifications shall be documented and numbered sequentially and shall be made available in the Institute website for the information of the students.

23. Curriculum/Scheme

The curriculum/scheme of offered MTech programmes in the Institute are enlisted in the institute's website.

APPENDIX-I
DISSERTATIONEVALUATION

The evaluation of the Dissertation work is divided into two modules:

Dissertation-I (at the end of Semester III)
Dissertation-II (at the end of Semester IV)

A student has to select a topic for his/her dissertation, based on his/her interest and the available facilities at the commencement of dissertation work. The supervisor will evaluate execution of the dissertation periodically.

The dissertation report shall have to be submitted as per the approved guidelines given in Appendix-VII.

For the purpose of assessment, the performance of a student in the dissertation may be divided into the following sub components:

At the end of II Year I semester

Assessment by the supervisor   ... 50%
Assessment by the dissertation assessment committee of the Department   ... 50%

At the end of IV semester

Assessment by the supervisor   ... 50%
Assessment by the External Examiner   ... 50%

An external examiner shall conduct the viva-voce Examination. A dissertation assessment committee constituted by the Head of the Department, along with the supervisor shall be involved in the conduct of the viva-voce examination.

APPENDIX-II

DEPARTMENTAL POST GRADUATE COMMITTEE (DPGC)

One Senior Faculty member appointed by HOD	-	Convener
HOD	-	Ex-officio Member
All Professors of the Department having Ph.D.	-	Members
All Associate Professors of the Dept. having Ph. D.	-	Members Two Assistant
Professors of the Dept. having Ph. D. (by Rotation for two years)	-	Members

NOTE:

The Head of the department will nominate one of the members as DPGC convener. There shall be one DPGC for every department, which is involved in the teaching and research for any of the PG degree programme.

FUNCTIONS:

i.   To monitor the conduct of all postgraduate courses and course work of MTech programme.

ii. To ensure academic standards and excellence of the courses offered by the department. .

iii. Review and approval of the grades.

iv. To consolidate the registration of the MTech students and communicate to the course instructors and Dean-Academic.

v.   To consider any matter related to the postgraduate programme(s) of the Department and make a suitable recommendation to the Senate.

vi. To monitor the progress of research of all the candidates of the Department.

vii. To forward the recommendations of panel of External Examiners for various MTech examinations to the Dean-Academic.

viii. To take up any responsibility or function assigned by the HOD, Board of Studies and Senate.

DEPARTMENTALACADEMICAPPEALSCOMMITTEE(DAAC)

Head of the Department   -   Chairman

Three faculty members of the Department
(1Professor, 1 Associate Professor and 1Asst. Professor)   -   Members

One Professor from outside the Department (Nominated by Dean-
Academic)   -   Member

NOTE:

- There shall be one DAAC for every department.
- The Chairman may co-opt and/or invite more members.

- If the concerned instructor is a member of DAAC then he/she shall keep himself out of the Committee during deliberations.

- The quorum for each meeting shall be a minimum of THREE (Professor from outside department is mandatory).

FUNCTIONS:

i.   To receive grievance /complaints in writing from the students regarding anomaly in award of grades due to bias, victimization, erratic evaluation, etc. and redress the complaints.

ii. To interact with the concerned course instructor and the student separately before taking the decision.

iii. The decision of the DAAC will be based on simple majority.

The recommendations of the DAAC shall be communicated to the Dean-Academic for further appropriate action as required.

APPENDIX-IV

DEPARTMENTAL BOARD OF STUDIES (PG&R)

Head of the Department	-	Chairman
All Professors of the Department	-	Members
All Associate Professors of the Department	-	Members
One Professor (Allied Department)	-	Member Two Experts
(One from Industry and one from Academia)	-	Members

NOTE:

- All the members must possess

- Ph. D.

- The Chairman will nominate one of the members as secretary.

- The Chairman may co-opt and/or invite more members including external experts while framing / revising the curriculum.

FUNCTIONS:

i. To develop the curriculum for the postgraduate courses offered by the department and recommend the same to the Senate.

ii. The Board of studies is required to meet at least once in two years.

<p style="text-align:center">APPENDIX-V</p>

<p style="text-align:center">STUDENTS'CONDUCTANDDISCIPLINARYCODE</p>

It is the responsibility and duty of each and every student of the Institute to become acquainted with "Students Conduct and Disciplinary Code". It is presumed that every student from the date of his/her admission to the Institute has knowledge of this code. All students are required to strictly adhere to this code as a condition of their admission to the Institute and these rules would be binding on and enforceable against them or any one among them.

Section1: Responsibilities of the Students

It shall be the responsibility of the students

i. To behave and conduct themselves in the Institute campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees and elders.

ii. To follow decent and formal dressing manners. Students should avoid clothing depicting illegal drugs, alcohol, prophane language, racial, sexual and vulgar captions etc.

iii. To access all educational opportunities and benefits available at the Institute and make good use of them to prosper academically and develop scientific temper.

iv. To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.

v. To report any violation of this Code to the functionaries under this Code.

Section2: Behaviour of the Students

i. Groupism of any kind that would distort the harmony is not permitted.
ii. Students are expected to spend their free time in the Library. They shall not loiter along the verandas or crowd in front of the offices or the campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.
iii. Possession or consumption of narcotic drugs and other intoxicating substances are strictly prohibited in the campus and hostels.
iv. Silence shall be maintained in the premises of the institute.
v. **Students are not permitted to use mobile phones in the class rooms, library,computer centre, examination halls etc.**
vi. **Students shall refrain from all activities considered as ragging which is acriminal offence.**
vii. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
viii. Politically based students and organizations or outfits are not allowed in the campus. Students are strictly prohibited from organizing, attending or participating in any activities or agitations sponsored by politically based organizations.
ix. Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to all the public, private or Institute properties.
x. Without specific permission of the authorities students shall not bring outsiders to the institute or to the hostels.
xi. No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets etc within the campus or hostels. The possession, distribution or exhibition of any item by any means which is *perse* obscene is prohibited within the campus or on any property owned/ managed by the Institute.
xii. No student shall collect money either by request or by coercion from others within the campus or hostels.
xiii. The Institute being a place of learning and an exclusive academic zone, nobodyshall respond to any call for any form of strike, procession or agitation including slogan shouting, *dharna, gherao,* burning of effigy or indulge in anything which may harm the peaceful atmosphere of the Institution and shall eschew from violence in the campus and hostels and even outside.

xiv. Possession or usage of weapons, explosives or anything that causes injury/damage to the life and limb or body of any human being or property is prohibited.

xv. **Use of motorized vehicles within the Institute premises is strictly prohibited.**

xvi. Students shall only use the waste bins for dispensing waste materials within the campus including classrooms, hostels, offices, canteen and messes.

xvii. Any conduct which leads to lowering of the esteem of the Institute is prohibited.

xviii. Any tours / visits by group of students without prior approval from the Institute is strictly not permitted and will be viewed seriously.

Section3:DisciplinarySanctions

Any student exhibiting prohibited behaviour mentioned in this Code shall, depending upon the gravity of the misconduct or depending on its recurrence, be subjected to any of the following disciplinary sanctions. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud, in the opinion of the competent authority, is likely to have an unwholesome influence on his/ her fellow students, will be removed from the rolls.

I.   Minor Sanctions

i. Warning or Reprimand: This is the least sanction envisaged in this Code. The student engaged in any prohibited behaviour will be issued a warning letter.

ii. Tendering Apology: The student engaged in any prohibited behaviour may be asked to tender an apology for his/her act and undertaking that he/she shall not indulge in such or any of the prohibited behaviour in future.

II.   MajorSanctions

i. Debarring from Examinations: A student/ group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic programme for which he/she/they has/ have joined.

ii. Suspension: A student may be suspended from the Institute for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspended period.

iii. Restitution: Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the Institute or any property kept in the premises of the Institute in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the Institute or any property kept in the premises of the Institute due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.

iv. Forfeiture: Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.

v. Expulsion: This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the institute. Such a student will not be eligible for readmission to any of the courses of this institute.

Section4:FunctionariesundertheCode

i.   Heads of the Departments/FacultyAdvisors/ChiefWarden/WardensofHostels:

As the persons in charge of the Departments/Hostels, the respective functionaries of all Teaching Departments and Hostels shall have the power and duty to take immediate action to curb any prohibitory behaviour as envisaged under this code. As these functionaries cannot single handedly manage all the issues, they can assign part of the work to the teachers and the teachers of all the departments/wardens have the responsibility to inform any incident of prohibited behaviour to the Heads of the Departments / Chief Warden so that any serious issue can be settled before the same goes out of control. The Head of the

Departments/ Chief Warden shall have the power to impose minor sanctions as envisaged under section 3(I) of this Code.

They can also recommend imposition of major sanctions as envisaged under Section 3(II) of this Code to the Director.TheHeadof theDepartments/ Faculty Advisors/Chief Warden/ Wardens of Hostels while taking any action as envisaged in the code shall do so in an impartial manner and see to it that the sanction imposed/proposed is commensurate with the gravity of the prohibited behaviour. Any lapse on the part of a teacher/ Warden to report any instance of violence and misconduct on the part of the students shall be reported to the Director by the respective Head of the Departments/Chief Warden. The Wardens of Hostels shall be responsible for maintaining strict discipline and decorum in the hostel. He/she shall specifically see to it that the inmates of the hostel do not involve themselves in violation of any clause under Section 2 of this Code.

ii.   Deans

Any authority of the Institute with delegated powers shall have the power to visit/inspect any premises, buildings or any property of the Institute when there is a genuine doubt that any act of prohibited behaviour is taking place and can take any lawful actions to curb such behaviour. The HODs/ Faculty Advisors/Chief Warden/ Wardens of Hostels shall report to the Dean (Students) any instances of prohibited behaviour, who in turn shall bring it to the notice of the Director. The Dean (Students) shall forward the recommendations from the HODs/ Chief Warden to impose a major sanction under Section 3(II) of this Code to the Director after noting his observations. The Dean (Students) can also *suomoto* recommend action against any student/students indulging in prohibited behaviour which is brought to his/ her notice.

iii.   Director

The Director shall be the ultimate authority in imposing major sanctions as envisaged under Section 3(II) against the students for acts of prohibited behaviour. The Director can also entertain any appeal from any student/students aggrieved by the action of any authority of the Institute under or subordinate to the Director and decide the case on merit.

Disciplinary Committee

Composition

Dean (SW) - Chairman
Associate Dean (SW) - Convener
Concerned HOD - Member
Proctor - Member
Chief Warden (for Hostel related matters) - Member

The quorum of the meeting is three.

Section5: Right to Appeal

The student/students aggrieved by the action of any authority of the Institute under or subordinate to the Director can appeal to the Director and any student aggrieved by the action of the Director can appeal to the Senate. The decision of the Senate shall be final and binding on the students.

Section6: Assistance from Law Enforcement Agencies

The Deans/ HoDs/ Chief Warden shall have the power and duty to call the Police immediately with the concurrence of the Director when there is a threat of Law and Order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The Deans/ HoDs/ Chief Warden shall in such a case give a detailed report to the Director. The Director/ Deans/ HoDs/ Chief Warden can also arrange for video recording of the entire

situation and take requisite actions through police and other concerned authorities.

Section7: Grievance Redressal Committee

The Institute will also set up "Grievance Redressal Committee" where the students can air their grievances. The Committee shall consist of the Deans/ HODs/ Chief Warden and also members of the Parent-Teacher Association. Till these committees are constituted, *ad-hoc* committees shall be formed by the Director.

Section8: Undertaking by the Students

The students joining any academic programme of the Institute will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in this Code in letter and spirit and even if it is not given them as well, will be bound by the provisions of this Code.

Section9: Opportunity for Hearing

No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the Student/ Students.

Section10: Ultimate Authority

For all disciplinary matters related to students, the Director shall be the ultimate authority as provided herein.

Section11: Amendments to the Code

The Senate of the Institute shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and faculty of the Institute through notice put on the Institute web site, notice boards of the Institute or through emails.

GUIDELINES FOR PREPARATION OF DISSERTATION REPORTS

Preamble

While utmost attention must be paid to the content of the dissertation report, which is being submitted in partial fulfillment of the requirements of the MTech degree, it is imperative that a standard format be prescribed. The same format shall also be followed in preparation of the final soft copies to be submitted to the Library in future.

1.   Organization of the Dissertation

The dissertation report shall be presented in a number of chapters, starting with Introduction and ending with Summary and Conclusions. Each of the other chapters will have a precise title reflecting the contents of the chapter. A chapter can be subdivided into sections, subsections and sub-subsections so as to present the content discretely and with due emphasis. When the work comprises two or more mutually independent investigations, the dissertation report may be divided into two or more parts, each with an appropriate title. However, the numbering of chapters will be continuous right through, for example Part 1 may comprise Chapters 2 - 5, Part 2, Chapters 6 - 9.

Introduction

The title of Chapter 1 shall be Introduction. It shall justify and highlight the problem posed, define the topic and explain the aim and scope of the work presented in the dissertation report. It may also highlight the significant contributions from the investigation.

Review of Literature

This shall normally formChapter2 and shall present a critical appraisal of the previous work published in the literature pertaining to the topic of the investigation. The extent and emphasis of the chapter shall depend on the nature of the investigation.

Report on the present investigation

The reporting on the investigation shall be presented in one or more chapters with appropriate chapter titles. Due importance shall be given to experimental setups, procedures adopted, techniques developed, methodologies developed and adopted. While important derivations/formulae should normally be presented in the text of these chapters, extensive and long treatments, copious details and tedious information, detailed results in tabular and graphical forms may be presented in Appendices. Representative data in table and figures may, however, be included in appropriate chapters. Figures and tables should be presented immediately following their first mention in the text. Short tables and figures (say, less than half the writing area of the page) should be presented within the text, while large table and figures may be presented on separate pages. Equations should form separate lines with appropriate paragraph separation above and below the equation line, with equation numbers flushed to the right.

Results and Discussion

This shall form the penultimate chapter of the dissertation report and shall include a thorough evaluation of the investigation carried out and bring out the contributions from the study. The discussion shall logically lead to inferences and conclusions as well as scope for possible further future work.

Summary and Conclusions

This will be the final chapter of the dissertation report. A brief report of the work carried out shall form the first part of the Chapter. Conclusions derived from the logical analysis presented in the Results and Discussions Chapter shall be presented and clearly enumerated, each point stated separately. Scope for future work should be stated lucidly in the last part of the chapter.

Appendix

Detailed information, lengthy derivations, raw experimental observations etc. are to be presented in separate appendices, which shall be numbered in Roman Capitals (e.g. "Appendix IV"). Since reference can be drawn to published/unpublished literature in the appendices these should precede the "Literature Cited" section.

Literature Cited

This should follow the Appendices, if any, otherwise the Summary and Conclusions chapter. The candidates shall follow the style of citation and style of listing in one of the standard journals in the subject area consistently throughout his/her report, for example, IEEE in the Department of Electrical Engineering, Materials Transactions in Department of Metallurgical Engineering and Materials Science. However, the names of all the authors along with their initials and the full title of the article/monogram/book etc. have to be given in addition to the journals/publishers, volume, number, pages(s) and year of publication. Citation from websites should include the names(s) of author(s) (including the initials), full title of the article, website reference and when last accessed. Reference to personal communications, similarly, shall include the author, title of the communication (if any) and date of receipt.

Publications by the candidate

Articles, technical notes etc. on the topic of the dissertation report published by the candidate may be separately listed after the literature cited. This may also be included in the contents. The candidates may also include reprints of his/her publications after the literature citation.

Acknowledgements

The acknowledgments by the candidate shall follow the citation of literature, signed by him/her, with date.

2. DISSERTATION FORMAT

Paper

1. **Quality:** The dissertation report shall be printed / photo copied on white bond paper, whiteness 95% or above, weight 70 gram or more per square meter.

2. **Size:** The size of the paper shall be standard A4; height 297mm, width 210mm.

3. **Type Setting, Text Processing and Printing:** The text shall be printed Employing Laser Jet or Inkjet printer, the text having been processed using a standard text processor. The standard font shall be Times New Roman of 12 pts with 1.5 line spacing.

4. **Page Format:** The Printed Sheets shall have the following written area and margins:

Top Margin15mm Head Height 3mm

Head Separation12mm Bottom Margin 22 mm

Footer 3mm
Foot Separation10mm Text Height 245 mm

Text Width160mm

When header is not used the top margin shall be 30mm.

Left and Right Margins

Single sided

Left Margin 30mm RightMargin20mm

5. **Pagination:** Page numbering in the text of the report shall be Hindu Arabic numerals at the centre of the footer. But when the candidate opts for header style the page number shall appear at the right and left top corner for the odd and even number pages, respectively. Page number"1" for the first page of the Introduction chapter shall not appear in print; only the second page will bear the number "2". The subsequent chapters shall begin on a fresh page. When header style is chosen the first page of each chapter will not have the header and the page number shall be printed at the centre of the footer. Pagination for pages before the Introduction chapter shall be in lower case Roman numerals, e.g., "iv".

6. **Header:** When the header style is chosen, the header can have the Chapter number and Section number (e.g., Chapter 2, Section 3) on even numbered page headers and Chapter title or Section title on the odd numbered page header.

7. **Paragraph format:** Vertical space between paragraphs shall be about 2.5 line spacing. The first line of each paragraph should normally be indented by five characters or 12mm. A candidate may, however, choose not to indent if he/she has provided sufficient paragraph separation. A paragraph should normally comprise more than one line. A single line of a paragraph shall not be left at the top or bottom of a page (that is, no windows or orphans should be left). The word at the right end of the first line of a page or paragraph should, as far as possible, not be hyphenated.

Chapter and Section Format

Chapter: Each chapter shall begin on a fresh page with an additional top margin of about 75mm. Chapter number (in Hindu-Arabic) and title shall be printed at the centre of the line in 6mm font size (18pt) in bold face using both upper and lower case (all capitals or small capitals shall not be used). A vertical gap of about 25mm shall be left between the Chapter number and Chapter title lines and between chapter title line and the first paragraph.

Sections and Subsections: A chapter can be divided into Sections, Subsections and Sub-sub Sections so as to present different concepts separately. Sections and subsections can be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Subsection in third Section of Chapter 2. Chapters, Sections and Subsections shall be included in the contents with page numbers flushed to the right. Further subsections need not be numbered or included in the contents. The Section and Sub-Section titles along with their numbers in 5 and 4mm (16and14pt) fonts, respectively, in bold face shall be flushed to the left (not centered) with 15 mm space above and below these lines. In further subdivisions character size of 3 and 3.5 with bold face, small caps, all caps and italics may be used for the titles flushed left or centered. These shall not feature in the contents.

Table / Figure Format: As far as possible, tables and figures should be presented in portrait style. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones maybe presented on separate pages. Table and figures shall be numbered chapter wise.

For example, the fourth figure in chapter 5 will bear the number Figure 5.4 or Fig 5.4 Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption, e.g. (after McGregor [12]).

3.   Auxiliary Format

Binding: The evaluation copies of the dissertation report may be spiral bound or soft bound. The final hard bound copies to be submitted after the viva-voce examination will be accepted during the submission of dissertation report with the following color specification:

M Tech Dissertation (Blue color front)

Front Covers: The front covers shall contain the following details:

Full title of report in 6 mm 22 point's size font properly centered and positioned at the top. Full name of the candidate in 4.5 mm 15 point's size font properly centered at the middle of the page. A 40 mm dia replica of the Institute emblem followed by the name of department, name of the Institute and the month and year of submission, each in a separate line and properly centered and located at the bottom of page.

Lettering: All lettering shall be embossed in gold.

Bound back: The degree, the name of the candidate and the year of submission shall also been bossed on the bound (side) in gold.

Blank Sheets: In addition to the white sheets (binding requirement) two white sheets shall be put at the beginning and the end of the report.

Title Sheet: This shall be the first printed page of the Dissertation and shall contain the submission statement: the Dissertation Report submitted in partial fulfillment of the requirements of the MTech Degree, the name and Roll No. of the candidate, name(s) of the Supervisor and Co-supervisor(s) (if any), Department, Institute and year of submission.

Sample copy of the 'Title Sheet' is appended **(Specimen'A').**

Dedication Sheet: If the candidate so desires(s), he/she may dedicate his/her report, which statement shall follow the title page. If included, this shall form the page 1 of the auxiliary sheets but shall not have a page number.

Approval Sheet: In the absence of a dedication sheet this will form the first page and in that case shall not have a page number. Otherwise, this will bear the number two in Roman lower case "ii" at the centre of the footer. The top line shall be: Dissertation Approval for MTech. A sample copy of the Approval Sheet is appended **(Specimen `B')**

Abstract: Approximately 500 words abstract shall highlight the important features of the dissertation report and shall correspond to the electronic version to be submitted to the Library for inclusion in the website. The Abstract in the report, however, shall have two more parts, namely, the layout of the report giving a brief chapter wise description of the work and the key words.

Contents: The contents shall follow the Abstract and shall enlist the titles of the chapters, section and subsection using decimal notation, as in the text, with corresponding page number against them, flushed to the right.

List of Figures and Tables: Two separate lists of Figure captions and Table titles along with their numbers and corresponding page numbers against them shall follow the Contents.

Abbreviation Notation and Nomenclature: A complete and comprehensive list of all abbreviations, notations and nomenclature including Greek alphabets with subscripts and superscripts shall be provided after the list of tables and figures. As far as possible, generally accepted symbols and notation should be used.

Auxiliary page from dedication (if any) to abbreviations shall be numbered using Roman numerals in lower case, while the text starting from the Introduction shall be in Hindu Arabic.
The first pages in the both the case shall not bear a page number.

A Declaration of Academic Honesty and Integrity: A declaration of Academic honesty and integrity is required to be included along with every dissertation report after the approval sheet. The format of this declaration is given in **Specimen 'C'** attached.

Certificate from the Supervisor: A certificate from the supervisor is required to be included along with every dissertation report after the declaration sheet. The format of this declaration is given in **Specimen 'D'** attached.

Specimen'A': Title Sheet

(Title of Thesis)

Submitted in partial fulfillment of the requirements
of

The degree of

(Master of Technology)

by

(Name of the Student)
(Roll No._____)

Supervisor(s):

_____
_____

(Nameofthe Department)

NATIONAL INSTITUTE OF TECHNOLOGY DELHI
(Year)

Specimen`B': Approval Sheet

This dissertation entitled (Title) by (Author Name) is approved for the degree of _____(Degree details).

Examiners

_____

_____

_____

Supervisor(s)

_____

_____

_____

Chairman

_____

Date: _____

Place: _____

Specimen `C' – Declaration

I declare that this written submission represents my ideas in my own words and where others' ideas or words have been included, I have adequately cited and referenced the original sources. I also declare that I have adhered to all principles of academic honesty and integrity and have not misrepresented or fabricated or falsified any idea/data/fact/source in my submission. I understand that any violation of the above will be cause for disciplinary action by the Institute and can also evoke penal action from the sources which have thus not been properly cited or from whom proper permission has not been taken when needed.

_____

(Signature)

_____

(Name of the student)

_____

(Roll No.)

Date: _____

Specimen'D'- Certificate

This is to certify that the dissertation work entitled"-----------------------------------" is a
Bonafide record of work carried out by "Mr./ Ms.-- (Roll
No.)", submitted to the faculty of"------------------------ Department", in partial fulfillment of
The requirements for the award of the degree of Master
of Technology in" *name of the programme*" at National Institute of Technology, Delhi during the
academic year--------------------------.

Name of the Supervisor   Name of the Co-Supervisor (if any)

Head of the Department   Designation
Department of_____   Department of_____
NIT Delhi   NIT Delhi or Any other Institute

APPENDIX-VII

Check list for Submission of Dissertation

1. Three (3) Hard bound copies (Blue color cover in Golden Writing) duly signed by supervisor should be submitted in prescribed format (as given in Appendix VI) to the DPGC Convener of the department on the date mentioned in the academic calendar.

2. Soft copy (pdf file only) of the same report should be electronically submitted to the DPGC convener of the department on the same date of submission of hard copy.

3. A cover letter shall also be submitted along with hard bound copies of the dissertation through the supervisor to the DPGC convener of the department.

4. A Plagiarism checks report has to be attached along with cover letter.

APPENDIX-VIII

National Institute of Technology Delhi
(Anautonomous Institute under the aegis of MHRD, Govt. of India)
Sector A-7, Institutional Area, Narela, Delhi – 110040 (India)

Department of_____
National Institute of Technology Delhi,
Sector A-7, Institutional Area, Narela,
Delhi–110040.

Certificateof Originality

This is to certify that the thesis entitled
"_____
_____"being submitted
by me for the award of degree of Master of Technologyis a record of bonafide research work
carried out by me in the Department of _____
_____at National
Institute of Technology, Delhi, India.

    The Thesis has been subjected to Plagiarism check using _____software.
The matter embodied in this thesis has not been submitted to any other University or Institute
for the award of any degree or diploma.

Date: **Name and Signature of the Candidate**

Dated:.......................

Plagiarism Verification

- Title of the
  Thesis ....
  ....TotalPage...

- Name of Scholar
  ....

- Supervisor(s)(1)...

  (2) ....
  (3)..

- Department..
  .

This is to report that the above thesis was scanned for similarity detection. Process and outcome is given below:

- Software used.. Date............................

- Similarity Index... Total word count.....................

The complete report as generated by the software is submitted for review by the Supervisor/ HOD.

Checked by:

Assistant/ Deputy Librarian   Name & Signature

The complete report of the above thesis forwarded and recommended to APC has been reviewed by the undersigned. (Check Box)

   o   The similarity index is below accepted norms.

   o   The similarity index is above accepted norms, because of the following reasons:

   1...
   2...
   3...
   4...

The thesis may be considered for the award of degree. (Relevant documents attached).

Signature of Student   **Signature of Supervisor(s)**

Supervisor's Certificate for Exclusion of Self-Published Work

The content of the chapters _____ have been published in

1.

2.

3.

4.

This published work has been included in the thesis and has not been submitted for the award of any degree or diploma to any University/Institute.

Signature of Student   Signature of Supervisor

Date: Date:
Place: Place:

<p style="text-align:center;">**Student Approval Form**</p>

Nameofthe Author	
Department	
Degree	
Institute	
Guide	
ThesisTitle	
Yearof Award	

<p style="text-align:center;">**Agreement**</p>

1. I hereby certify that, if appropriate, I have obtained and attached here to a written permission/statement from the owner(s) of each third party copyrighted matter to be included in my thesis/dissertation, allowing distribution as specified below.

2. I hereby grant to the Institute and its agents the non-exclusive license to archive and make accessible, under the conditions specified below, my thesis/dissertation, in whole or in part in all forms of media, now or here after known. The copyright of thesis/dissertation shall be with institute. I also retain the right to use in future works (such as articles or books) all or part of this thesis, dissertation, or project report.

Conditions:

1.Releasetheentireworkforaccessworldwideon	SODHGANGA
2.Release the entire work for 'My Institute' only for (a)1Year(b) 2Year (c) 3Year And after this time release the work for access worldwide.	
3. Release the entire work for 'My Institute' only while at the same time releasing the following parts of work (e.g. because other parts relate to publications) for worldwide access. a) Bibliographic details and Synopsis only. b) Bibliographic details, synopsis and the following chapters only. c) Preview/Table of Contents/24pageonly.	
4.View Only(No Downloads) (worldwide)	

Signature of the Scholar

Signature and seal of the Supervisor(s)
Place :_____

Date:_____

Objectives of Anti-Plagiarism

- Inculcate the habit of respecting the academic integrity and discipline.

- To identify any act of dishonesty in academic and research work constituting to academic.

The proposed workflow

1. Theresearchscholarshouldsubmitthesoftcopyofthethesisfortheplagiarism check to the examination section through a CD.

2. Checking shall be done excluding the bibliography, index and references. All exclusions listed is point – 2 of previous page should come here.

3. Duringtheinitialplagiarismcheckthethesisshallnotbeaddedtothedata repository.

4. Theanti-plagiarismreportwillbegeneratedandmailedbacktothestudent, guide, co-guide and the Registrar (Evaluation).

5. AletterfromtheofficeofALtothiseffectwillbesenttotheSupervisor(s)and research scholar.

   Permitted Similarity index<=20%

6. Thethesiscanbeprintedandsubmittedtotheexaminationsectiononlyifaletter to this effect is issued to the candidate and supervisor(s).

7. Thecandidateshallmandatorilyproducetheanti-plagiarismreportasapartothe thesis.

8. Ifthesimilarityindexis>20%themodifiedthesishastoberesubmittedfollowing the step no.1 of the process with the fee of Rs. 500/-.

9. ThestudentcansubmitthethesisforthethirdtimewiththefeeofRs.1,000/-.

10. Thethirdchanceshallbeconsideredasthefinalsubmissionfailingwhichthe thesis shall not be accepted.

Details of Fees for Plagiarism Check

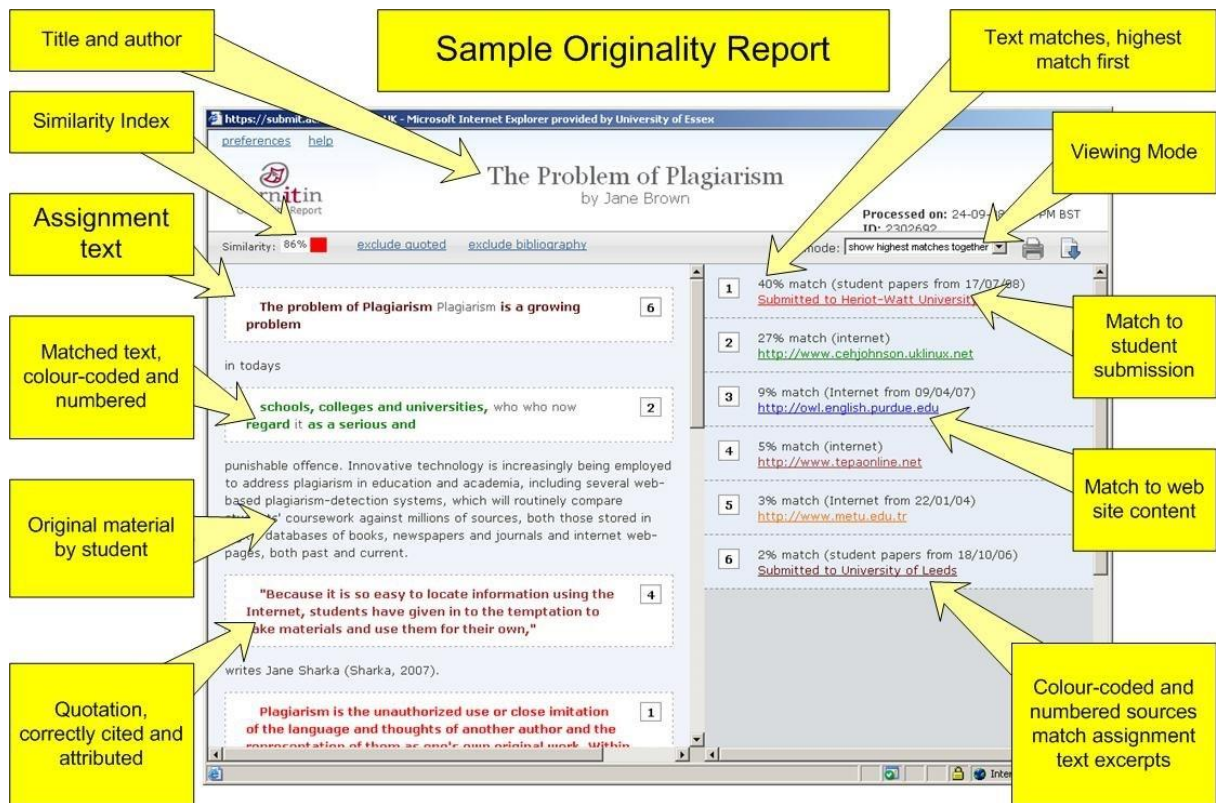| 1ˢᵗ Submission	No Fees
Resubmission	Fees of Rs. 500/-
2ⁿᵈ Resubmission	Fees of Rs.1000/-

Figure2.Samplecopyoftheturnitinreportforreference

Entities involved:

1. Assistant Librarian(AL)/Deputy Librarian (DL)
2. Anti-Plagiarism committee(APC)(Dean(R&C),Dean(Academics) and COE)
3. The Research Scholar.
4. The Supervisor(s)/Joint Supervisor(s)

Processes involved in the Assistant Librarian/Deputy Librarian Office after Reception of Softcopy of Thesis/Dissertation

Process involved in the Library for reception of Copy of Thesis/Dissertation:

S.No.	Activity	Process
1	Reception of Thesis	1. A soft copy of Thesis has to be submitted by email/ CD with complete details of the Candidate including: • Name • RollNo. • Title of Thesis • Department • Name of Supervisor • Email id of Candidate 2. Entire Thesis should be in monolithic ormas a pdf file (not separate chapters) 3. Check for the other details of registrations and fees paid 4. Record the transaction in Record Book
2	Thesis verification	1. Check for the plagiarism index ready file for completeness 2. If incomplete report back to Candidate 3. Generate the report in hard copy as well as soft copy 4. Check similarity index 5. Check for a sample resource match on the internet 6. Store the soft copy for further verification at Dean (R&C) office 7. Print the first page of the report 8. Submit the copy of the report by mail to Assistant Librarian/ Deputy Librarian

3	Information to the Candidate and Guide	1. Check there port foracceptance
		2. If accepted send the information to candidate andthe APC office to add thesis to the repository
		3. If not accepted ask the candidate shall be asked to resubmitwithin10dayswithfeesofRs.500/-or Rs. 1000/- based on number of attempts
		4. Maximum2attemptswithresubmissionfeefailing which thesis will not be accepted
4	Soft copy ofthe Report	Mail will besenttotheCandidatethatcontainsthereport generated by Library with the code as the name of the project
5	SubmissionofHard copy of the report	The candidate need to produce the hard copies of the reportasprescribedalongwiththeclearanceletterrelated to plagiarism along with the CD duly signed by candidate with complete details.