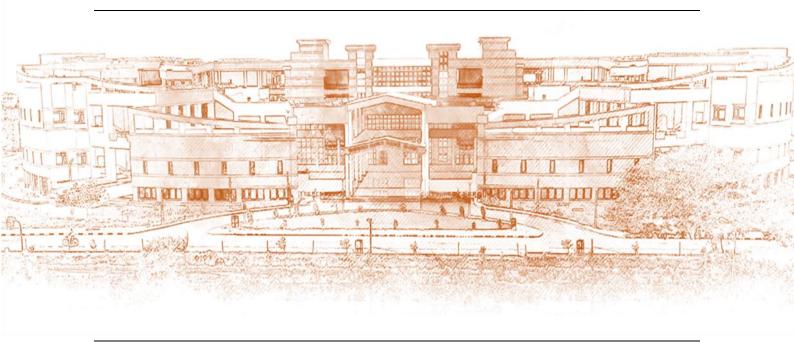# PG Rules and Regulations 2024

मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

[An Institute of National Importance under Ministry of Education, Govt. of India]

Jawahar Lal Nehru Marg, Jaipur – 302 017 [Rajasthan, INDIA]

Table of Contents

LIST OF ABBREVIATIONS

- **AD (PG)**   Associate Dean, Post-Graduate
- AAC   Academic Affairs Committee
- **BOD**   Board of Discipline
- **BOG**   Board of Governors
- **CC**   Curriculum Committee
- **CGPA**   Cumulative Grade Point Average
- **DASA**   Direct Admission Students Abroad
- **Dean A**   Dean, Academics
- **Dean SW** Dean, Student Welfare
- **Dean R&C** Dean, Research & Consultancy
- **DFB**   Departmental Faculty Board
- **DPGC**   Departmental Post Graduate Committee
- **DREC**   Departmental Research Evaluation Committee
- **DSC**   Departmental Selection Committee
- **DUGC**   Departmental Under Graduate Committee
- **GMC**   Grade Moderating Committee
- **HoD**   Head of the Department
- **ICCR**   Indian Council of Cultural Relations
- **MoE**   Ministry of Education, Government of India
- **MPDD**   M.Tech./M.Plan + Ph.D Dual Degree
- **PG**   Post-graduate
- **SGPA**   Semester Grade Point Average
- **SPGB**   Senate Post Graduate Board
- **SUGB**   Senate Under Graduate Board
- **UMC**   Unfair Means Committee

LIST OF DEFINITIONS

Unless the context requires otherwise,

- **"Academic program"** shall refer to all post graduate programs offered by the institute
- **"Applicant"** shall mean an individual who applies for admission to any PG program of the Institute;

- **"Co-ordination Committee"** shall mean the committee of the faculty members involved in a course;

- **"Council"** shall mean the Council of National Institutes of Technology, Science Education and Research (NITSER);

- **"Course Coordinator"** shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty members (s) involved in that course, including examinations and the award of grades;

- **"Course"** shall mean a curricular component identified by a designated code number and a title;

- **"Degree"** shall mean the Master's degree, such as M.Tech., M.Plan., M.Sc., M.B.A. or any other degrees of the Institute as may be approved by the Board;

- **"Department/Centre"** shall mean any academic department or a centre imparting education and/or pursuing research;

- **"Educational Institution"** shall mean those institutions which offer Bachelor's and/or higher degrees in science, engineering/technology, management, humanities etc.;

- **"Exchange Student"** shall mean a student who is registered for a degree in a recognised Institution/University in India or abroad and is officially sponsored by his parent Institution/University to avail laboratory and other academic facilities or to attend a formal set of courses;

- **"Full-time student"** shall mean a student registered for a PG degree devoting full time for completing the academic requirements;

- **"GATE"** shall mean Graduate Aptitude Test conducted by the Government of India;

- **"Grade Moderation Committee"** shall mean the committee appointed by the department to moderate grades awarded by the course coordinators in different courses in a semester at a given level of a curriculum;

- **"Institute" or "MNIT Jaipur"** shall mean Malaviya National Institute of Technology, Jaipur;

- **"Joint Degree student"** shall mean a student who is registered for a pre-defined joint degree program at MNIT Jaipur where a formal MOU between MNIT Jaipur and another Institution/University in India/abroad has been signed for such a joint degree program;

- **"Part-time Student"** shall mean a student registered for a PG Degree devoting a part of the student's time towards the completion of the PG program and another part of time towards the discharge of his/her official obligations;

- **"Program Advisor"** shall mean a faculty member nominated by a Department to advise a student on the courses to be taken by him/her and other matters related to the academic program;

- **"SC/ST/OBC/EWS"** shall mean the scheduled castes, scheduled tribes, other backward classes (non-creamy layer) and economically weaker sections, respectively, as notified by the Government of India from time to time;

- **"Scheme of Teaching and Examination"** shall mean the scheme of teaching and examination for a PG program approved by the Senate;

- **"Sponsored Candidate/Student"** shall mean a student receiving full financial support from the sponsoring organization;

- **"Supervisor"** shall mean a member of the academic staff of the Institute or from outside the Institute and approved by the DPGC/SPGB to supervise the student for the designated academic activity;

- **"Synopsis"** shall mean the summary of the work done towards PhD thesis, which shall be sent to the external examiners to request their consent for evaluation;

1.0 INTRODUCTION

(a) The objectives of the PG programs - M.Tech., M.Plan., M.Sc., MBA, and PhD at Malaviya National Institute of Technology Jaipur, India (MNIT Jaipur) are as follows:
- To cultivate high standards of performance in teaching & research
- To develop the scientific, managerial and engineering manpower of the highest quality to cater to the needs of the Industry, R&D organisations and academia
- To provide the opportunity for students to do research in cutting-edge areas
- To be a role model and leader of educational Institutions in the country
- To provide a broad grasp of the fundamental principles of the sciences and scientific, managerial and technological methods through its curriculum
- To provide a deep understanding of the areas of specialisation
- To provide an innovative ability to solve new and open problems
- To provide a capacity to learn continually and interact with multidisciplinary groups
- To develop the students with capabilities for:
  - Free and objective enquiry;
  - Courage and integrity;
  - Awareness and sensitivity to the needs and aspirations of society;
  - Doing independent research in their chosen areas.

(b) With this end in view, the PG programs are designed to include courses of study, seminars, projects, and theses through which a student may develop his concepts and intellectual skills.

(c) The procedures and requirements in this manual embody the philosophy of PG education and research and ensure the highest standards of performance in teaching and research at the Institute. Within this general framework, and subject to the approval of the SPGB/Senate, the departments/centres may impose additional requirements that will serve their particular academic goals.

(d) It shall be ensured that all the Rules and Procedures given in this manual are adhered to and implemented without any change and with all fairness. While considering an issue, if the manual does not explicitly mention something, the same shall be forwarded by DPGC to SPGB/Senate for consideration.

2.0 ACADEMIC BODIES, STANDING COMMITTEES AND MAJOR FUNCTIONARIES

2.1 Board of Governors (BoG)
(a) The Board of Governors (BoG) of MNIT Jaipur, constituted as per section 11 of the NIT Act, 2007, shall be responsible for the general superintendence, direction and control of the affairs of the Institute and shall exercise all the powers of the Institute not otherwise

provided for by the NIT Act, 2007, the Statutes and the Ordinances, and shall have the power to review the acts of the Senate (section 13(1)).

2.2   Senate

(a)   The Senate of the Institute, constituted under section 14 of the NIT Act 2007, shall have the control and general regulation and be responsible for the maintenance of standards of instruction, education and examination in the Institute and shall exercise such other powers and perform such other duties as may be conferred or imposed upon it by the Statutes of the NIT Act, 2007 (section 15).

2.3   Office of Dean Academic (Academic Section)

(a)   The Office of Dean Academic, also called the Academic Section, will be headed by the Dean A, who will advise the Director in (NIT Statutes Schedule 'C' (1)):

   i.   Admission and enrolment of students

   ii.   Finalization of the academic calendar, time-table, registration of students for coursework and examinations, classroom arrangements, and all other requirements for proper conduct of classwork

   iii.   Conduct of class tests, co-ordinating the finalization of session's evaluations and for ensuring the timely declaration of results

   iv.   Supervision and maintenance of up-to-date academic records of all categories of students

   v.   Publication and distribution of the syllabi

   vi.   Organizing meetings of all the Institute's academic bodies

   vii.   Arranging the issue of all academic certificates, medals and prizes to the students

   viii.   To arrange or conduct of those examinations which are to be conducted by the Institute as stipulated in the Institute regulations

   ix.   To formulate policies for the conduct of research and steps to maintain suitable standards by implementing the Board of Governors/Senate decision

   x.   To execute the policy of the Senate in the conduct of PG, PhD and other research programs, including the examination of the dissertation/project/thesis

   xi.   To coordinate the conduct of the Convocation

   xii.   To admit sponsored Early Faculty Induction Program and Quality Improvement Programme candidates.

   xiii.   To suggest the Director to take suitable steps from time to time to strive for high academic standards

(b)   The Academic Section shall assist the SPGB and its Sub-Committees in its functioning.

2.4   The Senate Post Graduate Board (SPGB)

(a)   The Senate Post Graduate Board (SPGB), is a subcommittee of the Senate, and operates through the Departmental Post Graduate Committees (DPGCs) to administer all aspects of the programs.

2.4.1   Constitution of the SPGB

(a)   The Senate Post Graduate Board (SPGB) shall have the following constitution:

   ▪   Chairperson, SPGB – to be nominated by Chairperson, Senate

   ▪   Dean A, Member

- Associate Dean (PG), Convener
- Associate Dean (UG), Member
- Conveners of DPGC from all Departments, Member
- Six additional members, including
  - Immediate past Chairperson of SPGB (if not otherwise a member)
  - Senate Under Graduate Board (SUGB) Chairperson
  - Two students, one each from PhD and M.Tech./ M.Plan./ M.Sc./ MBA programs and nominated from among the class seniors based on merit. The Dean A shall nominate the student members.
  - Two nominees of Chairperson Senate.

(b) The maximum tenure of the Chairperson, SPGB, shall be two years.

2.4.2 Jurisdiction of the SPGB

The Senate Post Graduate Board shall have jurisdiction in the following matters concerning the PG programs of the Institute:
- recommendation of new courses of instruction
- desirable modification of courses already approved
- credit value of courses
- admission of qualified students to candidacy for degrees
- rules governing the form of presentation and disposal of theses
- periodic evaluation of the academic performance of programs
- periodic evaluation of research conducted
- recommendations for granting of degrees
- early termination of PG and PhD students
- in such other related matters as may be referred to it by the Senate.

2.4.3 Functions of the SPGB

(a) The functions of the SPGB shall consist primarily of general policy determination, coordination and review, but the Senate shall retain the power of final review.

(b) In discharging its responsibilities, the SPGB shall fully use the appraisals and recommendations of the academic departments/ centres concerned. This board shall be assisted by the Departmental Postgraduate Committees of various departments/ centres (DPGC).

2.4.4 Frequency of meeting of the SPGB

(a) The SPGB shall meet at regular intervals and keep records of its decisions.

(b) The SPGB shall meet at least six times in an academic year (preferably every alternate month).

2.5 The Academic Affairs Committee (AAC)

(a) The AAC is a committee constituted to examine the students' cases like registration, admissions, results, open electives, and other related issues.

(b) The AAC can take decisions on routine issues and help the Academic Section to resolve the cases and also act as a grievances committee for students regarding academic matters at UG/ PG/ PhD level.

(c)   This committee can also act as a starting point for suggesting new reforms to be introduced, including amendments to the present rules.

(d)   Finalisation of Academic calendar

(e)   All recommendations of the committee shall be submitted to the Chairperson, Senate, for approval and subsequently ratified by the Senate.

2.5.1   Constitution of the AAC

(a)   The AAC shall comprise the following members:
   i.   Dean A, Convener
   ii.   Chairperson, SPGB
   iii.   Chairperson, SUGB
   iv.   Associate Dean (PG)
   v.   Associate Dean (UG)

2.6   The Departmental Post-Graduate Committee

(a)   Each department/ centre/ interdisciplinary program (approved by the Senate) shall have a Departmental Post Graduate Committee (DPGC).

2.6.1   Constitution of the DPGC

(a)   The DPGC of a Department/Centre shall be recommended by the Department Faculty Board (DFB) of the concerned Department/Centre and shall be approved by the Chairperson, SPGB.

(b)   DPGC shall have the following constitution:
   - Convener, to be nominated by the Department Faculty Board (DFB);
   - Head of the concerned Department/Centre;
   - Convenor, DUGC of the concerned Department/Centre;
   - Six faculty members will be chosen from the Department/Centre (including the immediate past Convener, DPGC. (In case there are not sufficient faculty members, Chairperson Senate may nominate faculty from other departments of the institute);
   - One faculty member from another department/ interdisciplinary program to be nominated by Chairperson Senate; and,
   - Two students, one from the PhD and the other from one of the PG programs. If an M.Tech./ M.Plan./ M.Sc./ MBA program does not exist, then both students shall be from the PhD program.
     The student members shall be nominated for one year by the Head of the concerned Department/ Centre.

(c)   The Convener, DPGC, shall be nominated by the DFB for a term of two years.

(d)   The term for the DPGC shall be two years.

(e)   Fifty per cent of the initial six faculty members and student members of the committee shall be replaced after one year.

2.6.2   Responsibilities of the DPGC

(a)   The DPGC is responsible for the following:
   - Supervision and conduct of lecture, tutorial and practical classes;

- Supervision and conduct of class tests, quizzes, practical tests, end semester examinations, dissertation/thesis work, seminars and project presentations and ensuring their quality;
- Monitoring of quality of instructions to students;
- Assignment of supervisors of M.Tech./ M.Plan./ M.Sc./ MBA and PhD candidates;
- Admission to PG programs at the departmental level through the Department Selection Committee (DSC);
- Monitoring the quality of research;
- Proposing and implementing new courses and programs as approved by the BoG/ Senate;
- Monitoring attendance of all PG and research students;
- Recommending for release/ continuation of assistantship on a monthly basis based on attendance and weekly workload of PG/ PhD students;
- Attending to the problems of students and advising and counselling them in academic matters;
- Acting as Student Grievance Committee; and
- Any other work assigned to it by the SPGB/ Senate.

2.6.3 Frequency of meeting of the DPGC

(a) The DPGC shall meet at regular intervals and keep a record of its decisions.

(b) The DPGC shall meet six times in an academic year (preferably every alternate month).

2.7 The Departmental Selection Committee (DSC)

(a) All Departments/ Centres shall constitute a Departmental Selection Committee for one year starting from the first of September every year for the selection of the PG and PhD candidates of various categories as prescribed by the Institute regulations.

2.7.1 Constitution of the DSC

(a) The constitution of the Departmental Selection Committee will be proposed by the DPGC and approved by the Chairperson, SPGB.

(b) The DSC shall consist of:
- Convener, DSC
- At least three faculty members from the Department/ Centre concerned, preferably one each from among Professors, Associate Professors and Assistant Professors of the Department/ Centre
- One faculty from outside the Department nominated by the Chairperson, Senate

2.8 The Departmental Research Evaluation Committee (DREC)

(a) The DREC for each PhD student shall be constituted through the DPGC of the concerned department that will counsel and evaluate the progress of PhD candidates.

2.8.1 Constitution of the DREC

The DREC shall comprise the following:
- Supervisor, as Convener, DREC
- Three Experts, preferably from within the department, related to the major area of specialisation, including co-supervisor/ external supervisor, if any.

If there are less than three experts in the area in the department, experts from other departments of the Institute may be included.

- If required, one expert from outside the department. In case of a requirement for an expert outside the institute, permission from the Chairperson Senate will be required.

2.9 **Program Advisors**

(a) Program Advisor shall mean a faculty member nominated by the DFB for each year of a PG program to advise a student on the courses to be taken in a semester(s) and other matters related to the academic program.

2.9.1 **Responsibilities of the Program Advisor**

The Program Advisor shall be responsible for:

- advising students on registration of courses in that semester(s)

- ensuring that the minimum/maximum credit requirements related to the core/ electives courses for the semester are met

- counselling students on academic matters related to their program

- acting as a channel between students and the Head of the Department/ DPGC

- receiving and forwarding mercy applications/ appeals of the students to the DPGC

- any other such matter assigned by the Head/ DPGC of the concerned Department/ Centre

2.10 **Course Coordinators**

(a) For each course offered in a semester, a Course Coordinator shall be assigned by the DPGC from among the faculty members teaching that particular course.

(b) In case a course is being taught only by an adjunct faculty, the concerned DPGC shall assign a course coordinator from amongst the department faculty members.

2.10.1 **Responsibilities of the Course Coordinator**

The course coordinators will be responsible for the following with respect to the courses they are assigned:

- preparation of a course description for the course assigned, including the expected course learning outcomes, short description, course contents, recommended reading, assessment and evaluation criteria/rubrics, a tentative session plan, and other such details before the commencement of the semester;

- delivery of course contents using various pedagogical tools (including but not limited to lectures, tutorial sessions, laboratory instructions, case discussions, projects, field studies, etc.);

- keeping a record of the attendance of the students;

- giving and evaluating home assignments, course readings, projects, etc.;

- holding and evaluating various assessment activities (including but not limited to quizzes, presentations, viva-voce, mid-term and end-term examinations, etc.);

- preparation and moderation of course grades;

- preparation of the course file at the end of the semester and its submission to the Convener, DPGC;

- in case one or more sections are created for the course

- supervising and coordinating between the course instructors assigned;

- ensuring equitable delivery of course contents among different sections;

- ensuring equitable assessment and evaluation among different sections and

  - Collecting the grades and the course file for each section at the end of the semester and its submission to Convener, DPGC.

2.11   Course Instructors

(a)   For courses with a large number of students, the course may be divided into two or more sections. A course instructor may be assigned to each of these sections in addition to the Course Coordinator.

2.11.1   Assignment of Course Instructors

(a)   The course instructors shall be assigned by the DFB in consultation with the Course Coordinator.

(b)   The tenure for such Course Instructors shall normally be for one semester.

2.11.2   Responsibilities of the Course Instructor

Each Course Instructor, under the coordination of the Course Coordinator, shall be responsible for their assigned section for:

- communication of the course description prepared by the Course Coordinator to the students registered in the assigned section;

- delivery of course contents using various pedagogical tools (including but not limited to lectures, tutorial sessions, laboratory instructions, case discussions, projects, field studies, etc.);

- keeping a record of the attendance of the students;

- giving and evaluating home assignments, course readings, projects, etc.;

- holding and evaluating various assessment activities (including but not limited to quizzes, presentations, viva-voce, mid-term and end-term examinations, etc.);

- preparation of course grades;

- preparation of the course file at the end of the semester and its submission to the Course Coordinator;

2.12   Teaching Assistants

(a)   Course coordinators/ instructors may have a teaching assistant assigned to support the delivery and administration of a course they offer, except for the delivery of lectures.

(b)   The teaching assistants for PG courses can be assigned only to the students enrolled in the PhD programs offered by the department/ centre from which the course is being offered. M.Tech./M.Plan. Students can be assigned as teaching assistants only for the UG courses.

(c) The teaching assistants will be primarily responsible for providing support for the effective delivery of the course and its assessment. The responsibilities of a teaching assistant can include providing support to the course coordinator/ instructor in the:

- delivery and distribution of classroom instructions;
- facilitating class discussions, lab sessions, tutorials, case studies, project presentations, etc.;
- managing course communication between students and course coordinator/ instructors;
- keeping a record of delivery instructions, assessment deadlines, attendance, class participation, etc.;
- enforcing lab rules and procedures;
- proctoring examinations;
- helping in the evaluation and grading of assignments and other assessments;
- providing feedback to students on grading and assessments;
- any other responsibility as assigned by the SPGB/DPGC.

2.12.1 Assignment and evaluation of Teaching Assistants

(a) The Teaching Assistants shall be assigned for a semester equitably by the DFB to the Course Coordinators for each semester.

(b) Normally, a student shall be assigned to a maximum of two courses/sections/labs as a Teaching Assistant.

(c) The workload of a Teaching Assistant shall normally not exceed an equivalent of more than 8 hours per week.

(d) The performance of a Teaching Assistant shall be evaluated by the Course Coordinator/ Instructors at the end of the semester. The evaluation criteria may be developed by the DPGC of the concerned department.

2.12.2 Financial Assistance for Teaching Assistants

(a) A Teaching Assistant may be provided financial assistance as decided by the competent authorities.

(b) Such financial assistance shall not be provided if the student is already receiving any form of scholarship/ assistantship/ fellowship/ any other regular grant from the Institute or any other funding agency.

(c) In case assigned to more than one course, a teaching assistant shall be eligible for financial assistance equivalent to one course only.

(d) The leave and attendance rules for the teaching assistants will be the same as those for the PhD students receiving financial assistance from the Institute/ external funding agency. In the case of external funding agencies where no such rules are prescribed, respective Institute rules will be applicable.

2.13   **Dissertation/ Project Supervisor**

2.13.1   **Appointment of Dissertation/ Project Supervisor for PG Programs**

(a)   For PG programs (M.Tech./M. Plan/M.Sc./MBA), the dissertation supervisor should be assigned after the completion of the second semester.

(b)   Such supervisor(s) shall normally be appointed from amongst the faculty members at MNIT Jaipur from the Department in which the student is registered.

(c)   The following process shall be adopted while assigning the supervisors:

- The faculty members will submit a list of topics/theme areas to the Convener, DPGC.

- The Convener, DPGC, will circulate the list of the research topics/themes to the students with the faculty member's name.

- Students will submit their list of choices of the research topic/theme from the list in the order of preference to the Convener, DPGC.

- The DPGC shall assign the students among the faculty members.

(d)   A faculty member shall supervise a maximum of four PG students in the case of M.Tech./ M.Plan. Programs, and a maximum of ten PG students in the case of MBA/ M.Sc. programs.

(e)   A PG student shall not have more than two supervisors at any given time.

(f)   A faculty member who is due to retire within the next year can be appointed only as a joint supervisor.

(g)   In case there has been a change/ addition in the supervisor(s), the M.Tech./ M. Plan dissertation will not be submitted earlier than six months from the date of allotment of a new supervisor.

2.13.2   **Appointment of PhD Supervisor(s)**

(a)   Allocation of PhD students shall only be done to those faculty members who have given their slots and willingness prior to the release of PhD admission notification for the respective semester.

(b)   A supervisor shall be assigned to a PhD candidate as per the preferences filled in by the candidate against the slots advertised.

In case of a PhD candidate admitted through external coordinating agencies (such as QIP/ Visvesvaraya scheme or any other), the supervisor shall be assigned as per the preference submitted by the candidate.

(c)   **Number of PhD slots**

    i.   An eligible faculty member can supervise a maximum of 10 PhD candidates at a time, irrespective of the categories of admission of such PhD candidates (i.e. full-time, part-time, JRF, SRF, Project, QIP, etc.) and including candidates being supervised outside MNIT Jaipur.

    ii.   A PhD student under the sole supervision of a faculty member shall be counted as one slot, whereas in the case of more than one supervisor (internal/external), the PhD

student shall be counted as half (1/2) slot. If a faculty member supervises a PhD candidate outside MNIT Jaipur, each of such cases shall be counted as a half (1/2) slot.

iii. A total of five (05) slots shall be available to all eligible faculty members to supervise PhD scholars.

iv. Each eligible faculty member can have a maximum of three students registered for PhD Institute Assistantships, irrespective of the Departments/ Centres of the Institute.

v. Only one PhD slot with an Institute Assistantship can be availed in one semester by a faculty member, subject to the availability of the Institute Assistantship with him/ her.

vi. Categories of PhD Students/ Scholarships and Slot Count

Categories of PhD students	Included in Slot Count	Included in Head Count
Institute Assistantship	Yes	Yes
Self-Financed (Indian/ Foreign/ INRA/ NRI/ PIO/ OCI)	Yes	Yes
Sponsored (Full-time/ Part-time)/ Off-campus	Yes	Yes
Study Leave	Yes	Yes
Institute Faculty/Technical staff/Project staff	No	Yes
Executive/ Professional	Yes	Yes
MNIT Scholar	No	Yes
QIP candidate	Yes	Yes
JRF/ SRF (UGC/ CSIR/ DST-INSPIRE/ Visvesvaraya-PhD)	No	Yes
Scholarship from Research Projects funded by External Agency for Supervisors and all Co-Supervisors	No	Yes
Students of other institutes/Universities guided by MNIT Jaipur Faculty.	Yes (Half slot)	Yes

vii. For any special case related to PhD slots not covered in the above clauses, the matter may be referred to the Standing Committee, which is comprised of the following members, and the recommendations will be placed before the Chairperson Senate.

- Chairperson SPGB (Chairperson)
- Dean A (Member)
- Associate Dean (PG) (Member)
- Convener, DPGC of the concerned department (Convener)

(d) In case a faculty member is suspended/ debarred for supervising research scholars by a competent authority, he/she may not be appointed as the supervisor for the period as prescribed by the competent authority.

(e) External adjunct faculty (who are not regular institute employees) will be treated as external supervisors.

2.13.2.1   Appointment of Co-Supervisors

(a)   A candidate/ supervisor may request the addition of a co-supervisor with the mutual consent of the student, supervisor, and proposed co-supervisor. The SPGB shall appoint such a co-supervisor for the candidate based on the recommendations of the DPGC.

(b)   The main supervisor shall always be from the department's regular faculty wherein the student has registered for his/ her degree.

(c)   A student shall not have more than two supervisors (main supervisor and co-supervisor) at any given time.

(d)   In an exceptional case, a second co-supervisor may be added only from outside MNIT Jaipur, where such need is explicitly defined.

(e)   In case there has been a change/ addition in the supervisor(s), the PhD thesis shall not be submitted earlier than one year from the date of such change approved by SPGB.

2.13.2.2   Appointment of Co-Supervisors from MNIT Jaipur

(a)   A faculty member from the same department or from another department from MNIT Jaipur can be appointed as the Co-Supervisor.

(b)   Such appointments can be made during the candidate's selection or before the candidate's pre-PhD seminar.

(c)   An adjunct faculty member, a professor of practice, or a faculty member appointed under DST INSPIRE/ Ramanujan or a similar scheme at MNIT Jaipur may be invited to co-supervise by a supervisor.

2.13.2.3   Appointment of Co-Supervisors from outside MNIT Jaipur

(a)   Only one External Supervisor (Co-supervisor from outside the Institute) shall be permitted on recommendations of the DPGC and approval of the SPGB.

(b)   For the addition of a new External Supervisor, the following shall be applicable for the consideration of Institution/ University/ Research Organization/ Industry etc.

    i.   If the External Supervisor is affiliated with an Academic Institution:
    The institution should be either a CFTI/ Government (Centre/ State) or have a NIRF ranking within 100.

    For External Supervisors from Government institutions, he/ she must have:

    A. A PhD degree and should have supervised at least one PhD (awarded).

    B. He/ She must have published at least ten research papers in SCI/ SSCI/ ESCI/ SCI-E/ SCOPUS indexed journals.

    ii.   If the External Supervisor is affiliated with a Research Organisation:

    A. The proposed external supervisor should have relevant post PhD experience of 3 years.

    B. The research organization should be either Government (Centre/ State) funded or a well-reputed private research organization as identified by the concerned DPGC.

iii. If the External Supervisor is affiliated with an Industry:

A. The proposed external supervisor should have relevant post PhD experience of 3 years.

B. The company should be a registered company under the Companies Act, 2013 with an annual turnover of more than Rs. 50 Crore for manufacturing/service/consultancy industry.

iv. If the External Supervisor is affiliated with a Foreign University:

For External Supervisors from foreign universities, he/ she must have:

A. The external supervisor must have a PhD degree.

B. He/ She must have published at least ten research papers in SCI/ SSCI/ ESCI/ SCI-E/ SCOPUS indexed journals.

C. The affiliate foreign university of the external supervisor shall have a QS Rank within 500 at least once in the last five years.

v. However, the above-mentioned conditions (except for the qualification and relevant experience of the external supervisor) shall not be considered for the academic institutions/ research organizations/ Industry/ Foreign Universities having an Academic MOU or Academic/ Research collaboration currently in effect with MNIT Jaipur.

(c) In all such cases, the proposal shall be submitted to the Academic Section through the DPGC. It should include the latest CV and consent of the internal/ external co-supervisor (to be added), along with appropriate justification by the internal supervisor.

(d) The Chairperson Senate/ SPGB may approve the cases that are forwarded by the Dean A.

2.13.2.4 MNIT Jaipur faculty members acting as external PhD Co-supervisors

(a) For MNIT Jaipur faculty to act as an external PhD Co-supervisor for a student pursuing PhD outside MNIT Jaipur, the conditions for the consideration of Institute/ University/ Research Organization/ Industry, etc., will be the same as that considered for external joint supervisors in Clause 2.13.2.3 (b).

(b) In all such cases, prior approval from the Chairperson, SPGB shall be sought in writing through intimation to Dean A through the concerned DPGC.

2.13.3 Change of PhD Supervisor

(a) Normally, there shall not be any change in supervisor(s) once assigned.

(b) A faculty member appointed as PhD supervisor is normally expected to be available to the research scholar in the Institute till the thesis is submitted. However, under unavoidable circumstances, such as long leave, resignation, retirement, or death, an alternate supervisor may have to be appointed.

In such special cases, the appointment of the supervisor will be regulated as mentioned below, and the student's consent shall be obtained for the change.

i. **If PhD Candidacy is yet not awarded, and the supervisor proceeds on a leave for an entire semester or for more than six months in an academic year.**

The DPGC shall recommend a new supervisor in consultation with the student. The existing supervisor may be given the `option to continue as Co-Supervisor.

ii. **If the PhD Candidacy is awarded, but the Synopsis of the PhD Thesis is yet to be submitted, and the supervisor is on leave for an entire semester or for more than six months in an academic year.**

The Supervisor should immediately inform the Convener, DPGC, whether he/ she intends to continue to guide and supervise the research work of the scholar(effectively during his/her leave period, failing which he/she should cease to be the Supervisor.

In case he/she continues to be the Supervisor, a Co-Supervisor may be appointed by the DPGC for the scholar within a month's time.

iii. **If PhD Candidacy has been awarded, but the Synopsis of the PhD thesis is yet to be submitted, and the supervisor resigns or proceeds on lien for a duration of an entire semester or for more than six months in an academic year.**

The Co-Supervisor (from MNIT Jaipur), if any, shall be appointed as the supervisor.

In case there is no Co-Supervisor (from MNIT Jaipur), a new Supervisor may be appointed by the DPGC for the scholar within a month's time from the Department.

In such cases, the former Supervisor may be given the option to continue as Co-Supervisor.

iv. **If the Synopsis/PhD Thesis has been submitted, and the Supervisor proceeds on leave:**

A. The Supervisor shall continue as the Supervisor.

B. In case there is no Co-Supervisor (from MNIT Jaipur), the Convener, DPGC, shall act as the Coordinator.

C. Further, in the absence of a Co-Supervisor, if a major revision of the thesis becomes necessary, a Co-Supervisor shall be appointed by the DPGC within a month's time.

2.13.4 **In cases of faculty members who are due to retire/ retired/ Emeritus/ re-employed:**

(a) A faculty member who is due to retire within the next three years can only be appointed as Co-Supervisor

(b) In case the retiring faculty member is the sole supervisor or has a co-supervisor from outside the concerned department, the concerned DPGC shall provide a supervisor from the department. In such cases, the retiring faculty member may continue to be one of the co-supervisors.

2.13.5 **If a supervisor expires or ceases to be a supervisor**

(a) An alternate Supervisor shall be appointed by the DPGC based on the status of the thesis as indicated above.

(b) If a Supervisor ceases to be the supervisor, the Co-Supervisor (from MNIT Jaipur), if already appointed, shall act as the supervisor.
However, if there is no other Supervisor from MNIT Jaipur, the DPGC shall immediately appoint an alternate Supervisor for the scholar within a month's time.

2.13.6 In exceptional cases, change of Supervisor(s) shall be permitted based on the reasoned recommendation of DPGC, SPGB and with approval by Chairperson Senate.

2.13.7 The slot of Institute Assistantship for the PhD student shall be supernumerary, in case the co-supervisor is assigned as the main supervisor.

3.0   ACADEMIC PROGRAMS

3.1 A PG program can be offered individually or jointly by a Department/ Centre once approved by the BoG on the recommendations of the Senate.

3.1.1 In case of a joint program, one of the Departments/Centres shall act as the lead department/centre for the academic administration of the program.

3.2   Types of PG Programs

3.2.1   Postgraduate/ Professional Certificate Programs
(a) Short-term PG programs of durations of less than two semesters duration.

3.2.2   Postgraduate Diploma Programs
(a) Long-term PG programs of at least two semesters' duration.

3.2.3   Advance Postgraduate Diploma Programs
(a) Long-term PG programs of at least three semesters duration.

3.2.4   Postgraduate Degree Programs
(a) Long-term PG programs of at least four semesters duration.

(b) Currently, MNIT Jaipur offers the following PG Degree programs:
i. Master of Technology (M.Tech.)
ii. Master of Planning (M.Plan.)
iii. Master of Business Administration (MBA)
iv. Master of Science (M.Sc.)

3.2.5   M.Tech./M.Plan. + PhD Dual Degree (MPDD) program for MNIT students
A Masters and doctoral research degree of at least eight semesters duration

3.2.6   Doctor of Philosophy (PhD) Programs
(a) A doctoral research degree of at least six semesters duration.

3.2.7   Executive Programs
(a) Short/Long-term certificate, diploma, advance diploma and degree programs of varying durations for working professionals.

3.3   Approval of New Programs

(a)   A new program can be proposed either individually or jointly by any academic department/centre.

(b)   The process for the development of the new program shall be initiated by the DFB of the lead Department/Centre.

(c)   The DPGC of the Department/Centre, on directions of the DFB, shall discuss the program and constitute a Curriculum Development Committee to prepare and submit an initial draft of the proposed program as per the prescribed format and with justifications for starting the program.

(d)   The DPGC, on approval of the concerned DFB, shall forward the proposal to the Academic Section for in-principle approval of the program from the Senate.

(e)   After obtaining the in-principle approval to start the program, the Curriculum Development Committee shall conduct a comprehensive Curriculum Development Workshop including various stakeholders (faculty members of the concerned Department/ Centre, alumni, experts from academia and industry) for the development of a detailed program scheme and course curriculum and submit it to the DPGC for discussion and ratification from the DFB of the concerned Department/Centre.

(f)   The Convener, DPGC, after ratification of the proposal from the DFB, shall circulate the proposal for comments to all Departments/Centres of the Institute.

(g)   The DPGC, after considering the comments received, shall forward the proposal to the Academic Section for the final approval of the program from the Senate/BoG.

3.4   Development and Revision of Curriculum for Academic Programs

(a)   The program scheme and curriculum of all academic programs offered by the Departments/Centres shall be reviewed and revised periodically, preferably every three years but not later than five years.

(b)   The process of the review and revision of the existing program shall be initiated by the DFB of the concerned Department/Centre.

(c)   A Curriculum Development Committee shall be constituted by the DPGC, which shall follow the same process as prescribed for the curriculum development of a new program in Clause 3.3.

3.5   Discontinuation of an Academic Program

(a)   A PG program with less than seven admissions in two consecutive academic sessions shall automatically be kept under the category of zero admissions for the following two years.

(b)   In case the concerned Department/Centre wishes to continue the program, a detailed proposal including the strategy for revival of the program along with the revised nomenclature, program scheme and course curriculum shall be submitted to the Academic Section. The process as prescribed for the approval of a new program (Clause 3.3) shall be adopted in such cases.

4.0   COURSE, TYPES, NOMENCLATURE AND APPROVAL PROCESS

The scheme of all academic programs offered by the institute shall comprise of different types of courses as approved by the competent authorities.

4.1   Types of courses

All courses offered by various Departments/ Centres of the Institute shall be classified into one of the following categories:

4.1.1   Institute Core Courses

Mandatory to be registered by all students registered in a specific program, irrespective of the Department/ Centre where the student is enrolled.

4.1.2   Program Core Courses

Mandatory for all students registered in a program offered by the Department/ Centre where the student is enrolled.

4.1.3   Program Electives

Courses that the students may opt to register from a bouquet of such electives offered by the Department/ Centre where the student is registered.

4.1.4   Open Electives

(a)   Courses that the students may opt to register for from a bouquet of such electives offered by any Department/ Centre of the Institute.

(b)   The Departments/ Centres may offer a course as an open elective which is not bound to any regular program offered by the Department/ Centre.

(c)   All courses (Institute Core/ Program Core/ Program Elective) offered by a Department/ Centre can be treated as Open electives for the students enrolled in the Departments/ Centres outside their parent Department/ Centre.

4.2   Course Nomenclature

(a)   All approved courses offered by the Departments/ Centres of the Institute shall have a common scheme of course nomenclature.

(b)   The scheme of nomenclature of courses shall be devised by the Academic Section and shall comprise of a unique Course Code and a Course Name.

(c)   Course Code

Each postgraduate course will have a unique course code assigned by the Academic Section as per the Institute's policy in this regard.

(d)   Course Name

i.   The course name shall broadly reflect the nature, contents and objectives of the course.

ii.   The course name shall be provided by the Department/ Centre offering the course.

(e)   For interdisciplinary courses, the nomenclature of the individual courses offered under the program shall reflect the identity of the Department/Centre offering the course.

4.3   **Course Units and Credits**

(a)   The courses can comprise of a combination of any of the following kinds of units

       i.   Lectures

       ii.   Tutorial

       iii. Lab

       iv. Studio

       v.   Dissertation/ Project

       vi. Seminar

(b)   The credits of courses will be arrived at as per the table given below:

Components of a course	Contact hr(s)/ week	Credits
Lectures	1	1
Tutorials	1	1
Lab	2	1
Studio	1	1
Dissertation/Project/Seminar	As per scheme of the respective program	

4.4   **Approval of a New Course**

(a)   All PG courses shall be approved by the SPGB before being offered by any Department/ Centre.

(b)   A course can be proposed by an interested faculty member in a prescribed format at least two months before the pre-registration dates for the semester in which it is proposed to be offered for the first time.

(c)   The Convener, DPGC of the concerned Department/ Centre shall forward the proposal to all faculty members of the Institute to elicit comments and suggestions. One copy shall be sent to the Chairperson, SPGB.

(d)   A minimum period of two weeks should be allowed for such comments to be received.

(e)   The DPGC of the proposer Department/ Centre shall review the comments received, if any, and in consultation with the course initiator, make necessary revisions.

(f)   If over 20 per cent of the contents have been modified, the proposal should be re-circulated.

(g)   The Convener, DPGC, shall forward two copies of the final proposal to the Academic Section, enclosing with it the comments/ suggestions received.

5.0   **ACADEMIC SESSION**

(a)   The academic session shall be divided into two semesters (ODD and EVEN). The ODD semester shall normally commence around July every year, and the EVEN semester around January every year.

(b)   Each semester should comprise of 12-14 weeks.

(b)   The Academic Section shall notify an Academic Calendar to all the stakeholders well in advance, before the commencement of the Academic Session, listing all major dates for various activities during the academic session.

(c)   The Academic Calendar shall be approved by the Chairperson, Senate.

6.0   ADMISSIONS

(a)   All admissions to any approved PG program shall be made only after approval of the Chairperson, Senate, on the recommendations of the duly constituted Departmental Selection Committee (DSC).

6.1   Admission Calendar

(a)   Admission to the PG programs shall be made only once during an academic session.

(b)   Admissions to the PhD programs may be made in either or both of the two regular semesters. The Head of the Department, in consultation with the DPGC concerned, may take the decision in this regard.

(c)   Admissions shall normally be made in May/ June for the ODD semester and in November/ December for the EVEN semester.

6.2   PG Programs and Admission Category

6.2.1   M.Tech./ M.Plan. program
(a)   Full-Time with Institute Assistantship:
For candidates admitted through CCMT having a valid GATE score.

(b)   Full-Time Sponsored:
For working professionals employed in any Government/ Semi-Government organizations/ recognized Private Academic Institutions/ Research Organisations/ Industries of repute and have been relieved on authorized leave/study leave to pursue the program.

(c)   Full-Time Self-Financed:
For non-GATE candidates admitted to the M.Tech./ M.Plan. seats remaining vacant after central CCMT admissions.

(d)   Part-Time Sponsored:
For candidates belonging to any of the following categories:

i.   Working professionals employed in any Government/Semi-Government organizations/ recognized Private Academic institutions/Research organisations/ Industries of repute
ii.   Employees working under various sponsored projects in MNIT Jaipur
iii.   Regular employees of MNIT Jaipur

6.2.2   M.Sc. program
(a)   Full Time:
For candidates admitted through CCMN having a valid JAM score.

6.2.3   MBA program

(a)   Full Time:
For candidates admitted through the Institute selection process.

(b) **Executive MBA**

For working professionals having work experience of at least two years or having a start-up (registered for a minimum of two years).

6.2.4 **International Students**

(a) Candidates admitted to a program at MNIT Jaipur as Foreign Nationals, PIOs, OCIs, and NRIs who have resided outside India for at least the past three years at the time of application.

6.3 **Minimum Eligibility for Admission to the PG Program**

(a) The eligibility conditions given below are the absolute minimum.

(b) Departments/ Centres may prescribe any requirements over and above these minimum eligibility requirements, subject to the approval of the Senate.

(c) For the issues involving the "relevance of the discipline/degree", the Department/ Centre shall be responsible for deciding the relevance of discipline for a candidate seeking admission in a particular PG program.

(d) The "specified minimum marks" implies a minimum of 60% marks or equivalent CGPA for Gen/OBC/EWS candidates and a minimum of 55% marks or equivalent CGPA for SC/ST/PwD candidates in the qualifying degree.

　　i. If CGPA is awarded, the CGPA equivalent to the percentage marks provided by the degree-granting institution will only be considered.

(e) "Work experience" implies experience gained after obtaining the minimum educational qualification.

(f) Reservation policy shall be applicable as prescribed by the Government of India/ MoE from time to time.

(g) The concerned Department/ Centre shall be responsible for deciding the equivalency and relevancy of discipline for a candidate seeking admission to a particular M.Tech./ M.Plan. Program.

6.3.1 **M.Tech. (Full-Time with Institute Assistantship/ Full-Time sponsored/ QIP)**

(a) The applicant must have a Bachelor's degree in Engineering/ AMIE in a relevant discipline or a Master's degree in an appropriate discipline with "specified minimum marks" as mentioned above.

6.3.2 **M.Tech. (Part Time/Slow Pace)**

(a) The applicant must have a Bachelor's degree in Engineering/ AMIE in a relevant discipline or a Master's degree in an appropriate discipline with "specified minimum marks" as mentioned above.

(b) Additionally, the candidate should belong to any of the following categories:
　　i. For MNIT Jaipur employees - At least one year of regular service
　　ii. Candidate employed under various sponsored projects at MNIT Jaipur

iii. Employees working in any Government organization/ recognised private institution - At least two years of regular work experience, out of which one year should be with the current employer.

6.3.3   M. Plan (Full-Time with Institute Assistantship/ Full-Time sponsored/ QIP)

(a)   The applicant must have a Bachelor's degree in Architecture/ Planning/ Civil Engineering or a relevant discipline with the "specified minimum marks" as mentioned above.

6.3.4   M.Plan. (Part Time/Slow Pace)

(a)   The applicant must have a Bachelor's degree in Architecture/ Planning/ Civil Engineering or a relevant discipline with "specified minimum marks".

(b)   Additionally, the candidate should belong to any of the following categories:
   i.   For MNIT Jaipur employees - At least one year of regular service
   ii.   Candidate employed under various sponsored projects at MNIT Jaipur
   iii. Employees working in any Govt. organization/ recognised private institutions - At least two years' regular work experience, out of which one year should be with the current employer.

6.3.5   M.Sc. (Physics/ Chemistry/ Mathematics) program

(a)   The applicant must have a B.Sc. or B.Sc. (Hons.) in the relevant discipline, with "specified minimum marks" as mentioned above.

6.3.6   MBA

(a)   The applicant must have completed a Bachelor's degree with "specified minimum marks" as mentioned above.

(b)   The applicant should have a valid test score obtained in a national management admission test as prescribed by the Institute.

6.3.7   Executive MBA

(a)   The applicant must have completed a Bachelor's degree with "specified minimum marks" as mentioned above.

(b)   Additionally, the applicant must satisfy at least one of the following conditions:
   i.   either be working in an organization or should be a promoter of a start-up (registered for a minimum of two years),
   ii.   should have at least two years of full-time work experience

6.4   PG Admission Procedure

6.4.1   M.Tech./ M.Plan.
(a)   For Full-time with Institute Assistantship:
   i.   The applicants must follow the procedure given by Centralized Counselling (CCMT) for M.Tech./ M.Plan.

   ii.   In case the seats are vacant after Centralized Counselling for M.Tech./ M.Plan., the respective seats may be filled by candidates from Full-time (Self-Financed) categories. The reservation matrix shall be preserved in such cases.

(b)   **For Full-time (Self-Financed)/ Sponsored Full-Time/ Part-Time**

     i.   The applicants must apply online on the admission portal on the Institute website and follow the procedure given.

     ii.   Admissions shall be made directly based on the performance in the qualifying degree examination, and in addition, the candidates shall also be called for either written tests, interviews or both.

     iii.   If candidates are not available in the Sponsored Full-time/ Part-time categories, the Institute may decide to admit students from the Full-time (Self-financed) category. The Chairperson Senate shall be the competent authority to make decisions in such cases.

     iv.   The list of selected candidates recommended by the DSC shall be sent through the Academic Section to the Chairperson Senate for approval.

     v.   A candidate who is sponsored for either full-time or part-time studies at MNIT Jaipur by his/ her employer and who meets the additional conditions specified below may be admitted through the DSC of the concerned Department/ Centre.

     vi.   A sponsored candidate, full-time or part-time, must have a total experience of more than two years and must have been in service of the sponsoring organization for at least one year at the time of admission.

     vii.   For Sponsored (Full-Time) candidates, the sponsoring organization must specifically undertake to relieve the candidate to pursue the program for its full duration.

     viii.   The sponsored candidates are required to submit a No Objection Certificate (NOC) from their employer/ organization stating that:
- His/ Her official duties permit him/ her to devote sufficient time to studies & research.
- Candidate should give an undertaking that he/she would fulfil the attendance requirements of all the courses undertaken by him/her for the fulfilment of the requirements of the courses.
- He/ she will have to reside in the institute for a period of not less than two semesters during his/ her registration for the degree. However, this condition can be relaxed for a candidate working in or around Jaipur (within a radius of 70 KM).

(c)   **For QIP Candidates:**

Admissions shall be made as per the regulations laid out by the regulating body.

6.4.2   **M.Sc. (Physics/ Chemistry/ Mathematics)**

(a)   The applicants must follow the procedure given by Centralized Counselling (CCMN) for M.Sc.

6.4.3   **MBA/ Executive MBA**

(a)   The applicant shall be required to register online in the selection process conducted by the Institute.

(b)   Selection of the candidates shall be based on a merit list prepared on the basis of a comprehensive score computed as per the admission notification for the academic session.

6.4.4   International Students

(a)   Candidates seeking admission to a program at MNIT Jaipur as Foreign Nationals, PIOs, OCIs, and NRIs who have resided outside India for at least the past three years at the time of application.

6.5   PhD Program and Admission Category

The PhD programs are offered to various categories of students, which are:

6.5.1   Full-Time PhD

(a)   With Assistantship/ Scholarship

    i.   For research scholars getting an Institute assistantship

    ii.   For research scholars with assistantship/ scholarship from any Government/Semi-Government/ any other agencies.
These research scholars receive their fellowship as well as contingency grants, if any, from supporting organizations such as the Council for Scientific and Industrial Research (CSIR), the University Grants Commission (UGC), Department of Atomic Energy (DAE), Department of Science and Technology (DST), Department of Biotechnology (DBT), Indian Council of Medical Research (ICMR), DRDO, NTRO, AICTE, MoE, corporate houses and other similar organizations.

    iii.   For research scholars selected under the AICTE/ MoE - Quality Improvement Programme (QIP) who will work full-time in the PhD program as per the rules and regulations of QIP.

    iv.   ICCR awardees (Foreign nationals) sponsored by their respective Governments and awarded scholarships by ICCR, Government of India. They are required to apply for admission through the Indian Embassy in their respective countries.

(b)   Without any Assistantship/ Scholarship

    i.   Sponsored Research scholars
For research scholars who are employees of a Public Sector Undertaking, a Government Department, a Research & Development organization, or a recognized private industry of repute (approved by the SPGB on the recommendation of the DPGC), or an educational institution, or be a Defence Sponsored Officer.

    ii.   Self–financed (Foreign) Research scholars
For research scholars (foreign nationals) admitted through the Study in India program or through the embassy of the respective governments after getting approval from the Ministry of External Affairs, Government of India and a No Objection Certificate from the Ministry of Education, Department of Education, Government of India, or admitted under an MOU.

    iii.   Study Leave Research scholars
For research scholars who are relieved from Government or educational institutions on study leave/ authorised leave for not less than three years for pursuing the PhD program.

6.5.2   Part-Time PhD

(a)   Institute faculty/Technical staff/Project-staff

Research scholars who are permanent/ temporary employees of the Institute OR who are working on various projects undertaken by the Institute.

They are expected to work for their PhD program after fulfilling their normal duties.

(b)   External candidates (Sponsored)

Research scholars who are working within 70 km of Jaipur.

(c)   Scholars from Academic Institutions/ Public Sector Undertaking/ Government Departments/ Research & Development Organizations/ Industry, etc.

Research scholars working within 70 km of Jaipur and belonging to Academic Institutions/ Public Sector Undertaking/ Government Departments/ Research & Development Organizations/ Industry, etc.

(d)   Executive/Professional

For working professionals who belong to any of the following categories:

i.   working in Government organizations/ laboratories, PSUs, and reputed companies (i.e. companies having annual turnover of Rs. 100 crores or more)

ii.   having either a Post Graduate Degree with at least 12 years of professional experience or a Bachelor's degree in Engineering/ Architecture/ Planning with at least 15 years of professional experience.

6.5.3   Off-Campus PhD

i.   For external working professionals who shall carry out their PhD thesis research mainly at their parent organization.

ii.   For candidates in Engineering/ Science: such candidates shall work under a local supervisor in their parent organization but with the overall guidance provided by an MNIT Jaipur faculty member who shall be the main Supervisor.

iii.   After the award of PhD candidacy, the DPGC may allow such scholars to register for PhD under the supervision of the Institute Supervisor (internal) and External Supervisor from the parent organization (if required) where they shall be doing the research work.

iv.   Such candidates shall produce a sponsorship/no-objection certificate from the parent organization along with the application for admission to the PhD program.

a. The sponsorship/ no-objection certificate shall include details of the required research facilities available at the parent organization to carry out the research and

b. Profile and consent of a local supervisor (if required).

6.6   Minimum Eligibility for Admission to the PhD Program

(a)   The concerned Department/ Centre shall be responsible for deciding the equivalency and relevancy of discipline for a candidate seeking admission to a particular PhD program.

(b) The "specified minimum marks" implies a minimum of 60% marks or equivalent CGPA for Gen/OBC/EWS candidates and a minimum of 55% marks or equivalent CGPA for SC/ST/PwD candidates in the qualifying degree.

    i. If CGPA is awarded, the CGPA equivalent to the percentage marks provided by the degree-granting institution will only be considered.

6.6.1 PhD in Engineering/ Architecture & Planning Discipline

(a) The applicant must have a Master's degree in Engineering/ Technology/ Architecture/ Planning or an equivalent qualification from a recognized Institute/University with the "specified minimum marks" as mentioned above.

(b) Candidates with 80% marks or above or an equivalent CGPA in the Bachelor's degree in Engineering/ Architecture/ Planning and a valid GATE score may be recommended by the DPGC to the SPGB for admission to the PhD program.

    i. However, only students who have graduated from CFTIs or other institutes with NIRF ranking up to 100 shall be considered eligible for admission under this scheme.

    ii. Such candidates having sufficient experience in the relevant area and publications in refereed conferences/ journals, as notified by the DPGC, may also be considered.

    iii. Major deliberations shall be expected from the respective Departments/ Centres while admitting any student directly on the basis of a bachelor's degree only.

6.6.2 PhD in Humanities and Social Sciences

(a) The applicant must have a Master's degree or an equivalent qualification from a recognized Institute/University with the "specified minimum marks" as mentioned above.

6.6.3 PhD in Management

(a) The applicant must have a two-year post-graduate degree or an equivalent qualification from a recognized Institute/University with the "specified minimum marks" as mentioned above.

6.6.4 PhD in Sciences (Physics/ Chemistry/ Mathematics)

(a) The applicant must have a Master's Degree or an equivalent qualification from a recognized Institute/University in the relevant Science discipline with the "specified minimum marks" as mentioned above.

6.7 PhD Admission Procedure

(a) Admission to the PhD Programs shall be based on the candidates' performance in the written test and/ or interview/ presentation of the candidates and short-listed by the DSC.

(b) The requirement of a written test for admission to PhD program is waived-off for the candidates who have cleared any of the UGC-NET/JRF, CSIR-NET/JRF or any other National Examination that provides assistantship/scholarship for the PhD program.

    i. However, such candidates shall be required to appear for the interview, and if selected, they may be offered admission to the PhD program at MNIT Jaipur.

    ii. No Institute assistantship will be given to UGC-JRF or CSIR-JRF from the Institute funds.

6.7.1 **PhD Admission Notification and Selection Process**

(a) Prior to circulating an advertisement for admitting PhD students, the Academic Section shall compile from each department information regarding available slots with each Supervisor against various categories of PhD admission and tentative research areas against these slots.

    i. This information shall be included in the PhD Admission information brochure.

    ii. The PhD Admission notification and information brochure shall be available on the Institute website each semester.

(b) For admission to a PhD program, the applicants shall apply for admission in the prescribed mode as per the PhD Admission notification available on the website of the institute.

    i. The duly completed applications shall be sent by the Academic Section to the concerned Department/ Centre for further processing.

(c) The short-listing of applications for the purpose of admission will be done by the DPGC of the concerned Department/ Centre.

    i. If considered necessary, the DPGC of the concerned department may set the short-listing criteria higher than the minimum eligibility defined and take prior approval of the Chairperson, SPGB, before the admission/ selection process is initiated.

(d) The DPGC of the concerned Department/ Centre shall, within the specified time period, scrutinise the received applications for eligibility and prepare an Eligibility matrix for all applicants while citing reasons for ineligibility, if any.

    i. The Eligibility matrix for the applicants shall be sent to the Academic Section, which shall notify it on the Institute website.

(e) All eligible applicants shall be assessed for admission through a combination of written tests and/or interviews by each of the Department/Centres as prescribed for the admission category applied for by the applicant.

(f) The faculty members who have offered slots for PhD admissions for the concerned round shall be invited to interview the candidates.

(g) After the selection of the candidates for admission to the PhD program, the DSC shall, in a prescribed format, send its recommendations to the Academic Section citing the Supervisor slot against which the candidate has been selected.

(h) On approval by the Chairperson, Senate, the Academic Section shall issue an admission offer to the selected candidate, who may accept it by depositing the prescribed fee before a specified date.

(i) In case a candidate does not accept the offer by paying the prescribed fee by the specified date, the offer of admission shall stand withdrawn.

(j) The offer of admission may also stand withdrawn if the candidate who has accepted the offer fails to register by the date for the last registration.

6.7.2   **Approved Admission Categories for PhD program and Admission Requirements**

(a)   **Table:** PhD Admission Categories & Admission Requirements

Sr.	Admission Category	Full/ Part Time	Written Exam	Interview	Work Experience	NOC/ Consent Letter	Institute Assistantship
1	Full-Time with Institute Assistantship	Full-Time	GATE/UGC-NET/CSIR-NET/ National Level Exam **and** Institute Exam	✓	✗	✗	✓
2	Full-Time with own scholarship		UGC/CSIR-JRF/ National Level Exam	✓	✗	✗	✗
3	Full-Time (DST-INSPIRE)		Institute Exam	✓	✗	✗	✗
4	Full-Time Sponsored		Institute Exam	✓	✓	✓	✗
5	Off-Campus Sponsored (PT) (beyond 70 km from Jaipur)	Off-Campus	Institute Exam	✓	✓	✓	✗
6	Part-Time External (Sponsored)	Part-Time	Institute Exam	✓	✓	✓	✗
7	MNIT Jaipur Project Staff (PT)		Institute Exam	✓	✗	✓	✗
8	MNIT Jaipur Faculty (PT)		Institute Exam	✓	✓	✓	✗
9	MNIT Jaipur Staff (PT)		Institute Exam	✓	✓	✓	✗
10	Executive/Professional		✗	✓	✓	✓	✗

6.7.3   **PhD Admissions Under Quality Improvement Program (QIP)**

(a)   PhD admission of QIP candidates shall be as per the procedure laid down by the organization conducting such admissions.

(b)   These candidates shall have to satisfy the prescribed minimum marks and qualifications as laid down in the minimum eligibility criteria for admissions to the respective PhD programs at MNIT Jaipur.

6.7.4   **PhD Admissions for Sponsored Candidates**

(a)   A candidate who is sponsored for either Full-time or Part-time studies at MNIT Jaipur by his/ her employer and who meets the additional conditions specified below may be admitted through the DSC of the concerned Department/ Centre.

(b)   A sponsored candidate, Full-time or Part-time, must have a total experience of more than two years and must have been in full-time service of the sponsoring organization for at least one year at the time of admission.

(c)   The sponsoring organization must specifically undertake to relieve the Full-time sponsored candidate to pursue the PhD program for its full duration.

(d) The sponsored candidates (Full-time/ Part-time) are required to submit a No Objection Certificate (NOC) from their employer/ organization stating that:

　i. His/ Her official duties permit him/ her to devote sufficient time to PhD research.

　ii. He/ she shall have to reside in the institute for a period of not less than one year during his/ her registration for the degree. However, this condition can be relaxed for a candidate working in or around Jaipur (within a radius of 70 KM).

(e) The candidate shall give an undertaking that he/ she would fulfil the attendance requirements of all the courses undertaken by him/her for the fulfilment of the requirements of the courses and shall appear in person for progress review and evaluation as and when required by the DREC.

6.7.5 PhD Admission for Off-Campus Candidates

(a) A candidate residing outside a 70 km radius of Jaipur and working in an R&D establishment or in another institution/ organization which is equipped with the necessary infrastructure for carrying out research and library facilities may be considered by the Senate for admission to the PhD program.

(b) The Institutions/ Organizations eligible for Off-Campus admissions must be recommended by the DPGC of the concerned Department/ Centre and approved by the SPGB.

(c) Such candidates must be sponsored by their employer and must have been employed with the sponsoring organization for at least two years by the last date of application.

(d) The employer must expressly undertake to relieve him/her to stay on the campus to enable the candidate to complete the "Course work", "Comprehensive Examination", "State of Art" seminar and at the end of every semester for the end-semester evaluation.

(e) A candidate applying for admission to the off-campus program in Engineering/ Sciences must provide detailed information about the research facilities available at his/ her organization and a certificate that these would be available to him/her for carrying out research. He/ she should also provide the bio-data of the prospective supervisor/coordinator who would supervise/coordinate the candidate's work at his/her organization if required.

(f) On the recommendation of the DSC of the concerned Department/Centre, the Chairperson Senate may approve the admission of such candidates.

6.7.6 PhD Admission Under the Category of Executive/Professionals

(a) Candidates seeking admission to the PhD program under the Executive/ Professional category shall be required to present a research proposal to the DFB of the concerned Department/ Centre.

(b) The DSC of the concerned Department/ Centre shall send the DFB's recommendation to the Academic Section.

(c) Such candidates then shall appear before a Committee with the following members:
- Dean A, Chairperson
- Dean R&C, Member
- Head of the Concerned Department/ Centre, Member

The recommendation of the above committee shall be approved by the Chairperson, Senate, for the selection of the candidate.

6.7.7 PhD Admission of Internal Faculty Members of MNIT Jaipur

(a) The process is applicable to all the faculty members of MNIT Jaipur having a minimum of 15 years of teaching experience, and they must have also been involved in teaching Master's level courses for at least two years at MNIT Jaipur.

(b) The faculty member would submit a PhD proposal to a proposed supervisor who is a regular faculty member of the Institute and is actively involved in PhD supervision.

  i. In order to encourage interdisciplinary research, the faculty member shall be permitted to opt for a supervisor from any Department/ Centre of the Institute.

  ii. This candidature of the faculty shall be over and above the regular slots of the faculty supervisor.

  iii. There shall be no need for the faculty member to get a No Objection Certificate (NOC) from the Institute.

  iv. Though this submission can be made any time of the year, submission in synchronization with the academic calendar should be encouraged by the supervisors.

(c) The proposed supervisor shall form a DREC as per the approved rules for the constitution of the DREC.

(d) The DREC would conduct an interview and forward its recommendations to Chairperson, Senate through Dean A.

(e) There shall be no requirement of course work for such candidates.

(f) At the end of every semester, the registered faculty member shall make a presentation to the DREC of the progress of the work.

  i. Upon a satisfactory report from the DREC, the faculty member shall be allowed registration for the next semester.

(g) The Comprehensive examination (Oral and written) shall be conducted by the Supervisor in consultation with DREC as per PG regulations of MNIT Jaipur.

(h) The minimum and maximum time required to submit the thesis shall be the same as that for the regular PhD candidates.

(i) In case the Supervisor is not in a position to supervise due to retirement, change of employment or any other valid reason, a new Supervisor shall be appointed by the Dean A based on the recommendation of the DREC.

(j) The examination and evaluation process of the PhD thesis shall remain the same as applicable to the existing PhD students.

(k) Fee as applicable to faculty members of MNIT Jaipur shall be charged from the faculty members in these cases.

(l)   Any other issue regarding the PhD degree of such faculty members shall be dealt with by the AAC and shall be implemented after obtaining permission from the Chairperson, Senate.

6.8   **Admission of International Students to PG/ PhD Programs**

(a)   The applications of foreign national candidates may also be considered for admission to the various PG programs through various schemes of the Government of India, such as DASA, ICCR, Study In India, or any other such scheme for international students.

(b)   These regulations are applicable to all applicants who are seeking admission to a program at MNIT Jaipur as Foreign Nationals, PIOs, OCIs, and NRIs who have been residing outside India for at least the past three years at the time of application.

(c)   All such admissions in the PG/ PhD programs shall be in conformity with the rules of the Government of India.

(d)   The Academic Section shall forward such applications to the respective DSCs for scrutiny for eligibility and further processing.

(e)   The recommendations of the DSC of the concerned Department/ Centre shall be sent to the Chairperson, Senate, through the Academic Section

(f)   There is no restriction on the age limit for admission to any PG/ PhD program.

(g)   Foreign National/ PIO/ OCI/ NRI applicants who have completed their qualifying degree from an Indian institution and are seeking admission to the PG/ PhD programs must satisfy the same academic requirements as specified for the general category for Indian applicants in the respective PG/ PhD programs.

(h)   Foreign National/ PIO/ OCI/ NRI applicants who have completed their qualifying degree from an institution outside India shall be required to:

        i.   Obtain a certificate of equivalence of the qualifying degree from AIU.

        ii.   All documents, including transcripts and degree certificates, shall be in English language or as a certified true copy of the translation.

        iii.   The applicant shall demonstrate proficiency in the English language by submitting a valid IELTS score of 8.0 and above.

            OR

        Producing a certificate from the qualifying degree institution stating that the medium of instruction in the qualifying degree was English language.

6.8.1   **Admission of International Students to PG Programs**

(a)   Applicants who have completed their qualifying degree from an institution outside India and are seeking admission to M.Tech./ M.Plan. Programs:

        i.   Must have a UG degree of a minimum four-year duration in Engineering/ Technology or equivalent in a relevant discipline with the minimum specified marks as mentioned for the respective PG program.

        ii.   Must have a valid minimum GRE (General) test score of 300 out of 340.

(b) Applicants who have completed their qualifying degree from an institution outside India and are seeking admission in the MBA program:

    i. Must have a UG degree of a minimum three-year duration with minimum specified marks as mentioned for the MBA program.

    ii. Must have a valid minimum GMAT test score of 480.

6.8.2 Admission of International Students to PhD Programs

(a) Applicants who have completed their qualifying degree from an institution outside India and are seeking admission to the PhD program:

    i. Must have a PG degree of a minimum two-years duration in a relevant discipline with the minimum specified marks, as mentioned, for the respective PhD program.

    ii. Must appear before the concerned DSC for an interview in online/ offline mode.

6.9 Admission of Non-Degree Students/ Exchange/ Joint Degree Students

(a) A non-degree student is a student who is registered for a degree in any other recognized institution or university in India or abroad and who is officially sponsored by that institution or university to complete part of his/ her academic requirements at MNIT Jaipur.

(b) Such non-degree students may carry out Research/Course work/ and use other academic facilities as agreed upon in the MoU with those Institutes/ Organizations.

(c) Students so admitted will be governed by all rules, regulations and discipline of the Institute.

(d) A committee to oversee the matters in this regard shall be constituted as follows:
- Dean A, Chairperson
- Chairperson SPGB, Member
- AD PG, Member
- Head of the concerned Department/ Centre, Member
- Convener, DPGC of the concerned Department/ Centre, Member
- Dean SW, Member

6.9.1 Indian Student (Without MoU)

(a) In case the stay of the student(s) in MNIT Jaipur is for a period less than a semester, the information related to the student shall be communicated to Dean A and Dean SW office.

    i. The concerned Head of the Department shall assign a host faculty to take care of the student for the entire period of his/ her stay at MNIT Jaipur.

(b) In case the stay of the student(s) in MNIT Jaipur is equal to or more than one semester, prior approval of the Dean A has to be obtained in this respect.

(c) In any of the cases listed above,

    i. If it requires the student to stay on campus, charges, as decided by the committee, constituted as per clause 6.9(d).

    ii. If no coursework is involved, as the student shall be utilizing the lab facility/ library/ Internet facility of the Institute hence, the charges as decided by the committee constituted as per clause 6.9(d).

iii. However, if coursework is involved, the fee structure as decided by the committee, constituted as per clause 6.9(d), shall be applicable to the student.

(d) The Dean SW may issue a visiting ID card to the student/ visitor with a copy to institute security.

6.9.2 Foreign Student (without MoU)

(a) Such cases shall be dealt with by the committee constituted as per clause 6.9(d) on case to case basis.

(b) Necessary papers of communication (including email, etc.) should be sent by the internal faculty mentor through the concerned Head of the Department to the said committee for assessment of the case.

(c) The committee may seek further clarifications if need be from the proposed host faculty.

(d) The student/ host faculty would be required to submit the following to the committee:
- Official clearance from the host country and affiliating University.
- MEA, MHA and/ or MoE clearance for the visit of the country (since MNIT Jaipur will need to issue a visa support letter to the visitor).
- Medical clearance, etc.
- Any other requirement deemed to be fulfilled for such students as laid down by the said committee.

(e) The student would be required to pay the fee as decided by the said committee (on a case-by-case basis, depending upon the fact that it would require coursework or not).
i. Further, charges (if any) for the facilities to be used by the student may either be paid by the student or may be debited from the project funds of the host faculty member on his/ her request/ written consent.

(f) The above conditions need to be applied only in cases not covered by any of the standing MoUs of MNIT Jaipur with Indian/ foreign Institution(s).

6.9.3 Students from Sponsoring Organizations/ Institutions having an MoU with MNIT Jaipur

(a) Student(s) should be cleared at the department level itself if no credit transfer is envisaged, with information to Dean A and Dean SW offices through MNIT Jaipur host faculty of the student and the concerned Head of Department.

(b) In case it involves course/ research work at MNIT Jaipur, as part of the MoU, then the student shall be asked to register for the courses as per MNIT Jaipur norms.

(c) The fee and other charges to be paid by the student(s) shall be governed by the clause(s) of the MoU.

6.9.4 Students from Sponsoring Organizations/ Institutions having a Collaborative Project with MNIT Jaipur

(a) In case of any student who is on visit for some taught course/ research work at MNIT Jaipur as part of collaborative project(s), then he/ she shall need to process due diligence with PI of the collaborative project and the Head of concerned Department/ Centre only (if it does not involve any credit transfer).

(b)   His/ Her stay and accommodation shall be covered by the PI at MNIT Jaipur through the respective project or any other funding means.

(c)   Notwithstanding the rules mentioned above, in all the cases involving an outside student/ scholar visiting MNIT Jaipur for course work/ research work/ project work, the final approval rests with the Chairperson, Senate.

6.10   Admission of Institute Faculty/ Staff/ Project-staff

(a)   Candidates who are permanent/ temporary employees of the Institute OR who are working on various projects undertaken by the Institute can pursue a PG/ PhD program at MNIT Jaipur.

(b)   Such candidates are expected to work for their PG/ PhD program after fulfilling their normal duties.

(c)   A faculty member who is pursuing a PG/PhD program and has opted for a supervisor(s) outside his/her department shall register in the main supervisor's department.

(d)   MNIT Jaipur staff/ faculty member doing PhD shall be considered as a supernumerary slot for the purpose of counting the slots of PhD candidates registered under a supervisor.

(e)   MNIT Jaipur staff enrolled in any PG/ PhD program in the institute shall have to pay the fee as applicable in the case of the faculty.

> **i.**   However, in the case of the staff/ faculty employed on a temporary basis/ deputation in the Institute, this fee structure shall be applicable only till he or she is serving in MNIT Jaipur, and after that, the fee structure applicable to the regular candidates shall be applicable to him/ her.

(f)   All Teaching/ Non-teaching staff employed on a temporary/ permanent/ contractual basis at the Institute shall have to compensate for the time utilized by them in doing their course work/ research work by working for the corresponding duration beyond office hours as per the directions of their respective Head of the Department/ Centre/ Section.

> **i.**   A written communication in this respect shall be made to the employee by the concerned Head, and a copy of the same shall be sent to the Academic Section for records.

(g)   The concerned employee shall give an undertaking stating that he/ she shall compensate for the time utilized by him/ her for pursuing higher studies in the Institute and would also ensure that the official duties/ responsibilities assigned to him/ her are not hampered because of his/ her studies.

(h)   The Competent Authorities for grant of NOC to the concerned MNIT Jaipur employee to pursue higher studies in the Institute shall be as follows:

Sr	Category of Employee	Competent Authority for grant of NOC
1.	Permanent employee – Faculty	The Director, on the recommendation of the concerned Head of the Department/ Centre
	Non-Teaching Staff	The Registrar, on the recommendation of the concerned Head of the Department/ Centre

2.	Staff on deputation (Teaching & Non-Teaching staff)	The staff shall have to submit NOCs from the following authorities: • Parent Department of the employee, and • The Registrar, on the recommendation of the concerned Head of the Department/ Centre
3.	Research Project Staff	Dean R&C, on the recommendation of the PI
4.	Contractual staff (Teaching/ Non-Teaching)	The staff may not be granted NOC to pursue PhD in the Institute if : • The period of the contract is less than three years OR • The balance period of the contract on the date when the staff applies for PhD program is less than three years.
5.	Guest faculty	Since Guest faculty members are appointed for a period of not more than six months, they are not eligible for the NOC from the Institute.

6.11   MNIT Scholar Scheme

(a)   The Scheme shall be open to the top 10% of students (the top 15% for SC/ST candidates) of the B.Tech./B.Arch. Courses of the Institute who have graduated in the last three years for admission to the PhD program.

(b)   The minimum CGPA of the student should be 8.5 on a 10-point scale (8.0 for SC/ST students).

(c)   The student shall have the option to register in the PhD program of the Institute in the research area and under a Supervisor of his/ her choice.

(d)   The selection shall be made on the basis of the student's CGPA only. However, he/she will have to pass the Institute's written exam and an interview conducted by the respective DSC.

(e)   The candidate shall submit a detailed research proposal along with his/her application approved by the Supervisor through the concerned Departmental Selection Committee.

(f)   The slots of the supervisor would be over and above the number of research scholars attached to the faculty members.

(g)   Such students shall take up a regular teaching assistantship of a maximum of 7 hours a week in any practical/tutorial class. The Supervisor shall also play the role of a mentor for the student in teaching.

(h)   The scheme is applicable for admissions in PhD programs only.

(i)   The student enrolled in the PhD program under the MNIT Scholar Scheme shall be entitled to a scholarship at par with other PhD students with an Institute assistantship.

   i.   The student may be allowed to attend one national conference every year and one international conference once every five years.

6.12   **M.Tech./M.Plan. + Ph.D. Dual Degree (MPDD) Program for MNIT students**

(a)   The program has been designed for bright M.Tech./M.Plan. students having an inclination and aptitude for research. The program aims to attract the best of those students and attract them early towards research. Once these students complete their coursework, they will start their research and earn both M.Tech./M.Plan. and PhD degrees - at the end of the program. The two distinct aspects of the MPDD are as below:

     i.   Provide an avenue to students to earn both degrees in a far lesser duration as compared to if these two programs were registered for sequentially.

     ii. Attract bright students by awarding them a fellowship equivalent to that of doctoral students from the date of their joining the program.

(b)   Once the candidate gets admission into the MPDD program, the requirements of the program will be as per the PhD program in vogue, except for the features indicated below.

(c)   Eligibility to the MPDD program

     i.   The students who are admitted to M.Tech./M.Plan. Programme with a GATE scholarship at MNIT Jaipur are eligible to register for this program, provided they have an overall CGPA ≥ 8.0 up to second semester of the M.Tech./M.Plan. program. The program would be open for only full time students admitted with GATE score. The candidate should not have any backlog in any of the registered courses for M.Tech./M.Plan.

     ii.   They can convert themselves to the M.Tech./M.Plan. + Ph.D. Dual Degree (MPDD) Programme of the concerned academic unit where they have registered for M.Tech./m.Plan. program.

     iii.   The student will be given an option to register for MPDD program any time after the declaration of the second-semester results, i.e. after second or third semester.

     iv.   Minimum CGPA for PhD candidacy is 7.5 and above; for the courses registered after admission to MPDD program.

(d)   Admission process for the MPDD program:

     i.   The willing candidate must apply to the institute for the MPDD program through regular PhD admission process every semester. Admission is not a right, but is subject to successful interview and availability of funded scholarship positions (from institute fellowship/UGC/CSIR, etc.)

     ii.   A separate category of PhD admissions may be approved by the Senate. A separate category of PhD admissions must be created in institute ERP.

     iii.   The candidate must appear for a personal interview in front of the Departmental Selection Committee (DSC), during the routine PhD admissions. No written test would be conducted for the candidates appearing for this program.

     iv.   The number of candidates admitted through MPDD program will be counted towards overall PhD scholars (slots) a faculty can supervise and overall seats available for scholarship.

(e) MPDD Program Duration:

    i. The total duration of the proposed MPDD program will be minimum 4 (1+3) and maximum of 7 (2+5) years from the date of M.Tech./M.Plan. admission at the institute.

(f) MPDD Program Assistantship

    i. The candidate becomes eligible for scholarship for regular PhD scholars. However, for the scholars admitted through MPDD program, M.Tech./M.Plan. Assistantship would continue till the successful clearing of their Comprehensive Exam.

    ii. Once the candidate successfully clears the Comprehensive Exam, the difference of eligible assistantship amount since admission to MPDD program (3rd/ 4th semester onwards) till the date of the Comprehensive Exam will be credited to the candidate in equal instalments. After that, normal PhD Assistantship will be continued. The assistantship can be provided for a maximum period of 5 years from the date of registration in MPDD program, as per the current PhD assistantship norms.

    iii. If a candidate converts to part time, his fellowship will cease as per institutional PhD guidelines.

g) MPDD program Course requirements:

    i. After clearing the first two semesters of M.Tech./M.Plan. program, the remaining credit requirement for the dual degree program will be equal to the sum of pending credit requirements of the concerned M.Tech./M.Plan. program plus 9 credits of PhD program.

For example, if an MTech program has 22 credits to be attained in 3rd and 4th semester, the equivalent credit requirements for dual degree will be 22 credits plus 9 credits. The candidate has to appear for a minimum of total 22 credits in the 3rd and 4th semesters, as per the relevant program, but can additionally register for more courses equivalent to 9 credits of PhD program. Likewise in case of M.Plan., the credits to be attained in 3rd and 4th Semester will be 16 and 14 credits respectively and can additionally register for more courses equivalent to 09 credits of PhD Programme. The maximum credit to be registered in any semester is as per current guidelines. This credit can be attained as follows.

For M.Tech. + PhD Dual Degree (MPDD) Programme	For M.Plan + PhD Dual Degree (MPDD) Programme
Third Semester (minimum 11 Credits maximum 17 Credits): Seminar: 3 Credits Research Methodology I: 2 Credits Four Courses: 12 Credits	*Third Semester (minimum 18 Credits maximum 21 Credits):* Courses of regular M.Plan Degree: 16 Credits Research Methodology I: 2 Credits One Courses extra: 3 Credits
Fourth Semester (minimum 11 Credits maximum 19 Credits) Research Methodology II: 2 Credits Dissertation: 14 Credits One Course: 3 Credit	*Fourth Semester (minimum 16 Credits maximum 22 Credits)* Dissertation: 14 Credits Research Methodology II: 2 Credits One/Two Course extra: 3/6 Credits

Any shortfall of credit can be covered in the 5th semester

ii. The candidate must register for sufficient credits in 3ʳᵈ and 4ᵗʰ semesters, to fulfil the minimum credit requirement for the award of M.Tech./M.Plan. degree, in case the student quits the program with an M.Tech./M.Plan. degree alone.

iii. Comprehensive Exam is to be conducted by the end of the 7ᵗʰ semester, as per current PhD regulations.

iv. The nomination of supervisor for the candidate registering for MPDD program will be done afresh, during the time of departmental interview. The supervisor may be different form the one appointed for the M.Tech./M.Plan. program.

(h) Award of degree and Exit options:

i. After successful completion of the Viva Voce relating to his/her PhD works, the student concerned will be awarded the MPDD together. The M.Tech./M.Plan. degree will be retroactive from the date of the completion of his/her fulfilment of minimum credit requirement for relevant M.Tech./M.Plan. program / Comprehensive Examination.

ii. If the candidate intends to leave the program any time after four semesters or is unsuccessful in the Comprehensive Exam, then the candidate will be entitled to only an M.Tech./M.Plan. degree.

iii. The scholar would not be allowed to appear for M.Tech./M.Plan. placements or internships up to his/her Comprehensive Examination, once admitted into the MPDD program.

7.0 PROGRAM REGISTRATION/ SEMESTER REGISTRATION

(a) Program/Semester registration shall be mandatory for all the students to continue their enrolment in the respective programs in which they are admitted at MNIT Jaipur.

7.1 Program Registration

(a) All the newly admitted students to the respective programs shall register with the Academic Section as per the prescribed process.

(b) They should apply for registration at the beginning of their first academic Session at MNIT Jaipur.

(c) A student shall be registered only if he/ she has paid all requisite fees to the Institute.

(d) Program registration shall include the creation of a unique Student ID as per the program admitted in and the submission of all prescribed documents.

7.2 Semester Registration

(a) A student is mandatorily required to register at the beginning of each semester for the courses that he/ she intends to pursue in that semester, as per the dates specified in the Academic Calendar.

(b) The dates mentioning the deadlines for completion of Fee deposition and course registration by students – without and with late fees, and the date of commencement of classes shall be notified by the Academic Section in the Academic Calendar.

(c) The Semester registration process involves the following three steps:

    i. Payment of fees for the semester and clearance of any outstanding dues of the previous semester.

    ii. Submit a plan of courses to be registered for by the student in the semester.

    iii. Report to the Program Advisor/ Supervisor for approval of the registration.

(d) A student shall be registered in a semester only if he/ she has cleared all dues to the Institute till the date of such registration and provided he/ she has not been debarred from registration by the Institute.

(e) All students shall make an online payment of Institute fees through an ERP login.

    i. The fee structure for different categories of students as well as for students of different programs, shall be notified periodically on the Institute website.

(f) On successful payment of fees, students will be able to do course registration through the ERP window after logging in to their ERP account.

    i. The student shall choose the courses of study for a particular semester on the basis of the academic requirements/course credits of the respective program.

    ii. A student shall register for all the program core courses being offered to the students of that semester.

    iii. Students can opt for prior approval of open elective/ program elective courses by preregistering for those elective courses that they propose to opt for in the next semester as per the schedule mentioned in the Academic Calendar.

    iv. In case they did not complete pre-registration earlier, they can register for those program electives and open elective courses available at the time of their course registration; however, only those elective courses will be available for registration which have vacant seats at the time of registration.

    v. If the number of registered students in any course is less than 7 (or the minimum number approved by the Senate for running a program, whichever is less), such courses shall not be run, and the students shall be required to choose alternate courses when the Add/Drop window is available on the ERP.

    vi. In addition to the regular courses of the semester, the student shall also register for any backlog courses, if any.

    vii. The students shall seek advice from their Program Advisor regarding the choice of courses for registration.

    viii. Students are required to submit an undertaking (regarding conditions of receipt of the Institute assistantship) through ERP before submitting course registration details.

(g) All the students are required to report to the concerned Program Advisor of the respective semester.

    i. In case a student does not complete reporting, his/her course registration will not be approved by the concerned Program Advisor.

ii. The students shall also ensure that the status of all registered courses is shown on ERP, as 'APPROVED'. In case the status is visible as "Temp", then the student shall contact the Program Advisor for approval of the courses registered by him/her.

(h) The Convener, DPGC, shall ensure that no eligible student remains unregistered after the last date of registration.

(i) The Course Coordinators shall ensure that the name of every student attending their classes appears in the attendance list of the course on ERP; otherwise, they shall inform the student and the Program Advisor.

(j) All students not on authorized leave must continue to register in the subsequent semesters until they have completed all requirements for awarding their respective degrees.

(k) If maternity leave (granted before the date of registration) extends beyond the date of late registration and expires before the end of seven weeks from the specified date of registration in a given semester, the student shall be allowed to register only for thesis units.

i. The number of units a student shall be allowed to register will be worked out pro-rata by DPGC.

(l) The student in the off-campus program can register from one week before the end of the previous semester till the late registration date, provided he/ she has been awarded grades for the previous semester.

(m) A student has to re-register for the course in which she/ he has obtained a FAIL grade (FA/FP Grade) in the previous semester(s).

(n) A PhD candidate who is failing the minimum required grades/credits for semester promotion or for the award of PhD candidacy may be permitted to repeat or substitute courses in which she/ he has obtained CD or DD grades.

i. The request for repeating or substituting a course must be given in writing duly endorsed by the DPGC to the Dean A at the time of registration.

ii. No core courses can be substituted.

7.2.1 **Registration of PhD Students who have submitted Thesis/ awaiting Thesis Defense**
(a) A PhD student who has submitted his/ her thesis and is awaiting the thesis's defence shall register for zero units.

i. He/ She may, however, apply for leave from the Institute with permission to defend the thesis while on leave.

ii. He/ She shall register with a nominal fee as constituting of the following components, as applicable from time-to-time:

A. Admission/ processing fee

B. Examination fee

C. Insurance

iii. Such students shall be treated on leave and will be permitted to register for the semester in absentia by forwarding their registration through their respective Supervisor and Convener, DPGC.

(b) In very special cases, for a student who has completed all the experimental work and analysis related to the thesis and has completed his/her Pre-PhD Seminar successfully and has secured a job or has joined back his/ her organization and is on authorized leave, the SPGB on the specific recommendations of the DPGC and supported by documentary proof(s) may allow the student to register for zero credits.

(c) On the recommendation of the DPGC and approval of the SPGB, the employees of MNIT Jaipur and/ or QIP students registered for the PhD program who have completed the thesis unit requirements and the prescribed residence requirement may be allowed to register for zero units in the following semester provided they have completed experimental work related to their thesis and Pre-PhD Seminar successfully.

7.2.2 **Late Registration**
i. If, for any compelling reason like illness, a student is unable to register on the day of registration, he/ she may be allowed to register till the last date of registration specified in the academic calendar (which is about one week from the date of registration).

ii. Any student registering late will be required to pay the late fee as decided by the Senate from time to time.

iii. Normally, a student shall not be permitted to register after the last date of registration.

7.2.3 **Semester Load Requirements**
(a) The department shall appoint Program Advisors for each year to advise the students regarding the registration of courses in that semester.

(b) A semester load is usually defined by the scheme of courses for the program as approved by the Senate.

7.2.4 **Adding/ Dropping of Courses and Withdrawal from Semester**
(a) Adding and dropping of courses after registration is permitted. In case a course is added or dropped, it shall be endorsed by the concerned Convener, DPGC.

(b) The schedule of applying for adding and dropping of courses shall be notified in the academic calendar for the semester.

(c) While adding a course, the concerned Program Advisor shall ensure that the student fulfils the prerequisites for the course (if any) and does not violate any rule in this manual which restricts him/ her from taking the course.

(d) The SPGB, on recommendations of the concerned DPGC, may allow a student, at his/ her request, to withdraw from all courses at any time during the semester due to medical or any other valid reason up to the satisfaction of the DPGC.

8.0   **CHANGE IN CATEGORY OF REGISTRATION FOR M.Tech./ M.Plan./ PhD PROGRAM**

8.1   **Change of Registration from Off-Campus/ Part-Time To Full-Time Program**

(a)   A M.Tech./ M.Plan. student registered as Part-Time student or a PhD student registered as a Part-time/ Off-campus candidate can apply to convert his/ her registration to Full-time (without Institute assistantship).

(b)   A research project staff registered as a PhD student, on completion of the research project (of at least two-year duration), can apply to convert his/ her registration to Full-time (with Institute assistantship) subject to the availability of an Institute Assistantship slot with the Supervisor.

(c)   A M.Tech./ M.Plan. student registered as Part-Time student or a PhD student registered as a Part-time/ Off-campus candidate may be advised by the concerned DPGC/ DREC to convert his/ her status to a Full-time student (without Institute scholarship) if there is no sufficient progress in his/ her dissertation work.

(d)   All such conversions shall be recommended by the concerned DREC and DPGC and approved by the SPGB.

(e)   All such changes shall be permitted at the time of the next regular schedule of registration.

(f)   For the purpose of determining the maximum period of stay/minimum residence period, one-half of the period spent as an off-campus student shall be counted.

8.2   **Change of Registration from Full-Time to Part-Time M.Tech./ M.Plan. Program**

(a)   A student admitted to a full-time M.Tech./ M.Plan. program may be permitted to change to a Part-time M.Tech./ M.Plan program by the SPGB on the recommendation of the concerned DPGC.

(b)   A full-time M.Tech./ M.Plan. student can submit a request for conversion to Part-Time only after completion of the coursework.

(c)   A student admitted to a full-time M.Tech./ M.Plan. program may be permitted to change to a Part-time M.Tech./ M.Plan. program by the SPGB on recommendations of the concerned DPGC.

(d)   Students requesting such conversion shall be required to submit a No Objection Certificate from the Institution/Organization which they propose to join or the organization which has sponsored them within six months from the date of such approval in the format below:

> "This is with reference to Mr./ Ms. _____ working in this organization as _____ (post). The undersigned has no objection to permitting Mr./ Ms._____ to pursue the M.Tech. program (Part-time) at MNIT Jaipur in the Department of _____.
>
> This bears the approval of the competent authority."

(e)   The students converting from Full-time to Part-time M.Tech./ M.Plan. program shall be allowed to submit the final dissertation only one year after the date of approval of such conversion by the SPGB.

(f)   The Institute Assistantship to the full-time M.Tech./ M.Plan. students, if any, shall be withdrawn from the date of application for conversion to the Part-time program.

(g)   The supervisor of such students shall certify that such students have fulfilled the minimum attendance requirements.

8.3   **Change of Registration from Full-Time to Off-Campus/ Part-Time PhD Program**

(a)   A student admitted to a full-time PhD program may be permitted by the SPGB to change to a part-time/off-campus PhD program on the recommendation of the concerned DREC and DPGC.

(b)   If the PhD student requesting such a conversion has been awarded PhD candidacy, the category of the student may be converted to Part-Time PhD without the consideration of distance of his/her place of posting under the following conditions:

     i.   The scholar shall present the Pre-PhD seminar and shall undertake to submit the synopsis of the PhD thesis within six months from the date of such approval.
For such candidates, a NOC shall not be necessary. The Dean A may be authorized to approve such a recommendation on a case-to-case basis;

         OR

     ii.   The scholar shall submit a "No Objection Certificate" from the Head of the Institution/ Organization which he/ she proposes to join or the organization which has sponsored him/ her within six months from the date of such approval in the format as prescribed below.

     iii.   Failure to comply with either condition (i) or (ii) may result in the suspension of the scholar's PhD registration.

(c)   In case of PhD students converting from Full-Time to **Part-Time/Off-campus** before completion of three years from registration to the PhD program, the PhD student should submit a No Objection Certificate in the approved format as follows:

> "This is with reference to Mr./ Ms. _____ working in this organization as _____ (post). The undersigned has no objection to permitting Mr./ Ms._____ to pursue the PhD program (Part-time/ Off-Campus) at MNIT Jaipur in the Department of _____.
> This bears the approval of the competent authority."

This is subject to the following conditions:

     i.   The conversion shall be allowed only if the student has satisfied the minimum period of residence requirement as a full-time student.

     ii.   The students converting from Full-time to Part-time PhD program shall be allowed to submit the final thesis only after one year from the date of approval of such conversion by the SPGB.

iii. Students also need to fulfil any minimum attendance requirement as stipulated in the PG regulations or decided by the respective supervisor(s)/DREC, whichever is more (in terms of number of days).

(d) Such conversion, if approved by the SPGB, shall be subject to the following conditions:

i. The student must complete his/ her thesis within five years, counted from the date of his/ her first registration in the program, extendable up to 7 years on a case-to-case basis on the recommendations of the concerned DREC and DPGC.

ii. Provision of conversion from Full-time to Part-time/ Off-campus status can be availed only once by the student during his/ her program.

iii. The status of the student shall be reviewed by the supervisor and the DPGC at least once every semester after the conversion, and his/ her continuation on Part-time/ Off-campus status shall only continue subject to his/ her making satisfactory progress every semester towards completing the PhD Thesis.

iv. The conversion shall be allowed only if the student has satisfied the requirement of the minimum period of residence as a full-time student.

(e) The change in status of a PhD (Part-time) student to Off-campus may be permitted, provided he/ she meets the conditions as stipulated for Off-campus.

9.0 CREDIT TRANSFER

9.1 Credit transfer of SWAYAM/ NPTEL courses

(a) A student registered for a degree program at MNIT Jaipur can opt for the NPTEL/SWAYAM course only if it is not being offered at MNIT Jaipur or if the student is doing an internship.

(b) A student cannot enrol for any Institute Core or Program Core subject through NPTEL. PhD students can opt for courses other than the two mandatory courses of "Research Methodology - RM1 and RM2".

(c) Grades awarded to students enrolled for NPTEL courses shall be accepted, provided the student's enrolment is approved by the DPGC of the respective department.

(d) Credits, as assigned to an NPTEL course, shall be accepted without any change.

(e) The maximum credits earned through NPTEL / MOOC courses shall be as follows:

Sr.	Degree	Max. Credits allowed
1	PG Degrees	7 credits
2	PhD	3 credits

(f) The NPTEL score and certificate category shall be mapped to MNIT Jaipur grades as follows:

Sr.	NPTEL Score	Certificate Category	Mapping to MNIT Jaipur Grades	
1	<40%	No Certificate	FAIL grade (FP/ FA)	
2	40% - 59%	Successfully completed	≥ 40% & <45%	= DD
			≥45% & <50%	= CD
			≥50% & < 60%	= CC
3	60% - 89%	Successfully completed	≥ 60% & <70%	= BC

			≥70% & <80%	= BB
			≥80% & < 90%	= AB
4	≥ 90%	Successfully completed	AA	

(g) The grades obtained by the students in such approved courses shall be communicated to the Academic Section by the concerned DPGC before the last date of locking of grades by the Convener, DPGC.

(f) The grades obtained by the students in such approved courses shall be included in the student's grade sheets at the end of the semester.

10.0   FINANCIAL ASSISTANCE

(a) The Institute shall award the Merit-Cum-Means (MCM) scholarships, fee-waivers, SC/ ST category Institute scholarships and other such scholarships that have been approved by the Senate.

   i. Some other scholarships may also be instituted by grants from individuals, trusts, organizations and Governments with a view to provide financial assistance to needy students under the terms and conditions specified by the Institute.

   ii. Announcements of these scholarships stating the eligibility and the number and value of scholarships, etc., shall be made while inviting applications from time to time.

(b) The Institute may provide financial assistance to postgraduate students in the form of teaching or research assistantship (referred to as Institute Assistantship).

(c) Assistantships may be awarded on a semester-to-semester basis for a period of up to four semesters to M.Tech./ M.Plan. students, and up to ten semesters for PhD students.

(d) The stipend for the assistantship is paid at the approved rates as notified by AICTE/ MoE from time to time.

(e) A student awarded financial assistance is expected to devote about eight hours per week towards work assigned to him/ her by the department.

(f) The renewal of the assistantship is contingent on the student's satisfactory performance in the academic program and in the satisfactory discharge of assistantship duties as assigned to him/ her by the concerned department.

(g) Some financial assistantships in the form of research assistantships may also be available from sponsored research projects, subject to the availability of the fund for this purpose and the norms of the funding agency.

   i. In case the enrolment duration of the PhD extends beyond the research project period, the PhD scholar may be provided an institute assistantship if available with the supervisor.

(h) Additional assistantships in the form of scholarships, fellowships, etc., may be available through other organizations, such as the Council of Scientific and Industrial Research (CSIR)/ University Grant Commission (UGC) / Department of Atomic Energy (DAE)/ DST/ MoE/ Corporate Houses, etc.

(i) GATE score or UGC-NET/ CSIR-NET shall be desirable for admission to the PhD program with Institute Assistantship.

    i. The GATE score should have been acquired within the past three years, or the candidate should have completed their respective Master's degree with a valid GATE score.

(j) A limited number of merit-based Institute Assistantships may also be awarded to the PhD candidates who have cleared the entrance examination conducted by the Institute at the time of their admission to the PhD program subject to the availability and approval by the competent authority.

(k) There shall be no loss of financial assistantship for students going on prior sanctioned vacation or casual leave.

(l) A student who voluntarily withdraws from the PG/PhD program and has been provided institute assistantship shall have to return the entire amount of financial assistance received by him/her during the program's tenure.

    i. All students joining a PG/PhD program while receiving Institute Assistantship shall have to furnish an undertaking in this regard in the prescribed format.

10.1 **Contingency and Travel Grant**

(a) A student on a teaching/ research assistantship may also be reimbursed for some contingency expenses as per the approved terms and procedures to be notified from time to time by the Institute.

(b) The reimbursement for contingency expenses for an M.Tech. / M.Plan. student shall be done only once at the time of the end of his/her program.

(c) The reimbursement for contingency expenses for a PhD student shall be done annually for the first four years of his/ her program if she/ he is on an Institute Assistantship.

(d) All contingency grants or travel grants for M.Tech. / M.Plan. or PhD students shall be governed by MoE provisions for such grants and shall be disbursed as and when the amount is received for the purpose of the funding agencies.

10.2 **Withdrawal and Revival of Assistantship**

(a) In respect of PG/ PhD students, assistantship can be withdrawn on account of unsatisfactory performance of the student in terms of CGPA.

(b) Assistantship can be withdrawn in case:

    i. A student is terminated from the respective PG or PhD program due to failure to meet the minimum academic performance.

    ii. For M.Tech./ M.Plan. students, assistantship shall be terminated in case the CGPA of the student falls below 6.0 on a 10-point scale.

    iii. For PhD students, the assistantship shall be terminated in case the CGPA of the student falls below 7.0 on a 10-point scale.

(c) Assistantship may also be withdrawn/ suspended for a defined period/ reduced due to disciplinary action taken against the student by the competent authorities.

(d) Where the assistantship was withdrawn due to failure to meet the specified minimum academic performance for the assistantship award, the assistantship may be revived in case the student successfully meets the criteria for the same award in the subsequent semester.

(e) The date of declaration of the semester examination result of a semester shall be considered as a rider for terminating/ reviving the institute assistantship with respect to academic performance.

11.0 LEAVE RULES FOR PG/ PhD STUDENTS

(a) Students may be granted leave on submission of application to the Convener, DPGC of the concerned Department/Centre through the Program Advisor for PG students and the Supervisor for the PhD students.

(b) Applications must be submitted well before the commencement date of the requested leave.

(c) Leave for a period longer than specified in these Leave Rules and sanctioned by SPGB on the recommendation of the DPGC shall entail a loss of financial assistantship for the extended period.

11.1 Vacations

(a) A full-time M.Tech./ M.Plan./ PhD student may be allowed vacation leave during any period of the Institute's vacation on advance intimation to the Supervisor/ Program advisor.

(b) Such leave could be up to a maximum of 15 days during the summer vacation and seven days during the winter vacation (A maximum of 22 days in an academic calendar).

(c) Vacation leave shall not be carried forward to the next academic year if not availed in a year.

11.2 Casual Leave

(a) A student may be allowed casual leave for up to 4 days per semester.

(b) Casual leave cannot be combined with any other kind of leave and shall not be carried forward.

11.3 On-duty Leave

(a) Students going for prescribed and approved training/ data collection/ field-work or any other activity related to their academic/ research program shall be considered on-duty leave.

(b) A maximum of 30 days on-duty leave, on the prior recommendation of the Supervisor/ Program Advisor and approval by the Convener, DPGC of the concerned Department/Centre, can be availed by the M.Tech./ M.Plan. students in a semester.

(c) For PhD students, the DPGC of the respective Department/ Centre may decide on the maximum number of admissible duty leaves on the basis of the work/ activity plan proposed by the student and recommended by the DREC.

11.4 **Medical Leave**

(a) Leave on medical grounds, duly supported by a medical certificate from the competent authority, may be granted to a student for up to eight days per semester.

(b) The eight medical leaves per semester permitted to the PG/ PhD student may be carried forward to the next semester only if these leaves are taken at a single stretch not exceeding 15 days.

(c) At a stretch, the medical leave shall not exceed 15 days.

(d) Such leave shall not entail any loss of financial assistantship if awarded.

(e) In case the student requires more than 30 days of medical leave in a semester on the advice of a medical officer, his/her registration shall automatically stand withdrawn from that semester.

(f) Irrespective of the case, the maximum medical leaves applicable to a PG/ PhD student without the loss of financial assistantship in a semester shall not exceed 15 days.

11.4.1 **Competent Authority to Issue Medical Certificates**

(a) If a student falls ill while on the MNIT Jaipur campus, a medical certificate must be obtained from the Institute's Medical Officer.

(b) If a student falls ill outside the campus while on sanctioned leave, the medical certificate must be obtained from any (Central/State) Government Hospital/ Registered Medical Officer.

(c) The certificate should clearly mention the address and contact details of the Medical Officer for necessary verification if required.

11.5 **Maternity / Paternity leave**

(a) Maternity/ paternity leave to PhD scholars may be granted at par with maternity/ paternity leave for MNIT Jaipur employees.

(b) Maternity/ paternity leave shall be granted only once in a program without loss of financial assistantship.

11.6 **Semester Leave**

(a) Semester leave for up to a maximum of two semesters for PG and three semesters for PhD students during the entire program may be sanctioned for valid reasons by the SPGB.

(b) In case the semester leave is taken before completion of the residency requirement, the residency period shall be extended by the period of such leave.

(c) Leave for more than one semester at a time shall not be granted, except for maternity leave.

(d) When semester leave is granted prior to the date of registration for that semester on medical grounds (including maternity), the fee in such cases may be waived off by the Chairperson, SPGB.

11.7   **Absence without Authorized Leave**

(a)   Absence without authorized leave for more than three weeks shall entail loss of financial assistantship for the period of absence.

(b)   Absence without authorized leave for more than three weeks may result in the termination of the student's enrolment in the program on the recommendation of the DPGC and approval of SPGB.

(c)   The DPGC of the concerned Department/ Centre shall make all possible efforts to contact such students (on unauthorized leave) and try to understand and resolve the reasons for absence before recommending their termination to the SPGB.

12.0   **ACADEMIC EVALUATION, GRADES & PERFORMANCE INDICATORS**

"A teacher is the best judge in awarding the grades".
However, she/ he has to be impartial, logical and maintain complete transparency while awarding grades.

12.1   **Continuous Academic Evaluation**

(a)   The Institute shall follow a continuous evaluation system for the assessment of the academic performance of the students registered in its various programs.

(b)   The scheme of evaluation shall be informed to the students by the respective course coordinators/ instructors at the beginning of the semester, within one week of the commencement of classes, along with the course plan for the semester.

(c)   Evaluations of different components of a course announced in the course plan shall be done for each student by the respective course coordinators/ instructors.

(d)   The distribution for various components of the evaluation scheme shall be:

Sr.	Theory courses		Laboratory/ Studio courses	
	Evaluation Component	Weightage	Evaluation Component	Weightage
1	Class-Work Sessional (CWS)	20% - 30%	Practical Sessional (PRS)	40% - 60%
2	Mid-Term Exam (MTE)	20% - 40%	Practical MTE (PRM)	20% - 30%
3	End-Term Exam (ETE)	30% - 50%	Practical ETE (PRE)	20% - 30%

The marks of various components shall be added to get the total marks secured on a 100-point scale for theory courses and laboratory/studio courses.

(e)   To maintain uniformity and improve seriousness towards laboratory evaluation for courses, a mid-term examination shall be mandatory.

12.2   **Award of Grades**

(a)   The Institute shall use a letter grade system to award grades to students indicating their overall performance in the respective courses they have registered for.

(b)   The grade categories and grade-points (on a 10-point scale) are as given below:

Grades	Grade points	Academic Performance
AA	10	Outstanding
AB	9	Excellent
BB	8	Very Good
BC	7	Good
CC	6	Average
CD	5	Below Average
DD	4	Marginal
FP	0	Fail (due to poor performance)
FA	0	Fail due to attendance <75%
I	-	Incomplete
W	-	Withdrawn
WR	-	Waiver granted
IW	-	Incomplete Work (Dissertation)
S	-	Satisfactory
X	-	Unsatisfactory

(c) A student may be awarded the grade 'I' (Incomplete) in a course if she/ he has missed the end semester examination for a genuine reason, which the DPGC and the supervisor are aware but has done satisfactorily in all other parts.

    i. An 'I' grade must be converted by the Course Coordinator into an appropriate letter grade within fifteen days from the completion of end-semester examinations and communicated to the office of the Dean A within a week from the last date of the locking of grades by Convener, DPGC on ERP as specified in the academic calendar.

    ii. Any 'I' grade that is still outstanding after a week from the DPGC Conveners' last date of locking grades on ERP as specified in the academic calendar, shall be automatically converted into an FP grade.

(d) The 'IW' grade, implying Incomplete Work, shall be awarded for Dissertation by the departments to a PG student whose period of Dissertation/ Project extends beyond the fourth semester (on account of certain reasons) till the student completes his/ her Dissertation.

(e) A student securing less than 75% attendance shall be awarded an 'FA' grade. Such students shall have to repeat the same course to upgrade his/ her grade in the subsequent semester.

    i. In the case of an elective course, the student can repeat the course with an 'FA' grade or substitute it with another course as suggested by the DPGC during the subsequent semester/year.

(f) A student getting an 'FP' grade in a core course can re-register for the course and appear in the mid-term and end-term examination of that course in the consequent semester to upgrade his grade.

    i. In case the student re-registers for the core course in the subsequent semester, the marks of the CWS component secured in the previous attempt shall be carried forward to be considered in the computation of grades.

    ii. In case of an elective course, he/she may repeat it or substitute it with another course as suggested by DPGC during the subsequent semester/year.

(g)   In case a student repeats a particular course by re-registering in the subsequent semester, he/ she shall not be awarded a grade higher than the 'BC' grade.

(h)   In case a course is repeated or substituted, only new grades shall be accounted for in the calculation of SGPA/ CGPA.

(i)   All the courses attended by the student, including the audit and MOOC courses, shall appear on the transcripts.

(j)   Audit courses shall be graded as satisfactory (S) or unsatisfactory (X) and shall carry zero units for credit towards computation of SGPA/ CGPA.

(k)   A 'WR' grade shall be awarded for the courses waived off for students proceeding to other Institutions as non-degree students/ or for Internships.

    i.   A 'WR' grade shall appear on the transcript with an explanatory note that 'WR' stands for a waiver and shall be deemed to carry zero weight for SGPA/ CGPA calculations.

(l)   A student who misses MTE (Mid-Term Examination) and/or ETE (End-Term Examination) for genuine reasons may reappear for the same within two weeks after the last day of the exam.

(m)   The DPGC shall keep a watch on the progress of every student and shall inform the SPGB whenever a student fails to meet the minimum academic requirements for semester promotion and/or PhD candidacy.

(n)   If a student's program is terminated, the Academic Section shall issue a letter of termination with intimation to his/ her parents.

12.2.1   Grade Moderation and Grade Moderation Committee (GMC)

(a)   The grades prepared by the Course Coordinators of all PG courses offered in a particular semester shall be moderated before uploading them on the Institute ERP.

(b)   The grades shall be moderated by a Grade Moderation Committee (GMC) constituted by the DPGC of the Department.

    i.   This GMC shall finalize the grades, and the concerned Course Coordinator shall submit the final grades on the ERP.

    ii.   Departments are also required to invite the coordinators of courses offered by other departments for Grade moderation of their students.

    iii.   The Convener, DPGC, shall lock the uploaded grades on the ERP as per the schedule in the Academic Calendar.

    iv.   The GMC shall consist of following members:
- Head of the Department or his nominee as Chairperson
- Convener DPGC as Convener
- Two members from DPGC
- All Course Coordinators of courses of the respective batch/year of the program

12.2.2   Methods for the award of grades

(a)   The grading scheme for a course shall be adopted on the basis of the number of students registered in that course as follows:

i. **Statistical Method for the award of grades** shall be used for courses where the total number of students registered in the course is 30 or more.

ii. **Absolute Method for award of grades** shall be used for courses where the total number of students registered in the course is less than 30.

12.2.2.1 Statistical Method for Award of Grades

(a) The statistical method for the award of grades shall be based on the distribution of marks obtained by all students registered in the course.

(b) The distribution shall be made based on the mean and the standard deviation (σ) of the marks obtained by the students registered in the course as described below:

Lower Range of Marks	Grade Awarded, if marks fall in the range	Upper Range of Marks
Mean + 1.5 σ ≤	AA	
Mean + 1.0σ ≤	AB	< Mean + 1.5 σ
Mean + 0.5 σ ≤	BB	< Mean + 1.0 σ
Mean ≤	BC	< Mean + 0.5 σ
Mean − 0.5 σ ≤	CC	< Mean
Mean − 1.0 σ ≤	CD	< Mean − 0.5 σ
Mean − 1.5 σ ≤	DD	< Mean − 1.0 σ
	FP	< Mean − 1.5 σ

Mean : Arithmetic Mean of the marks obtained by the registered students

σ : Standard Deviation of the marks obtained by the registered students

(c) The course coordinators shall invariably use the statistical method for grading with marginal adjustment for the natural cut-offs.

(d) While using Statistical Method for the award of grades:

i. AA grade shall be awarded only to students obtaining more than 80 marks secured on a 100-point scale.

ii. AA grade shall not be awarded to more than 10% (rounded to the nearest integer) of the students registered in the course.

iii. DD grade shall not be awarded to any student who has obtained less than 35 marks on a 100-point scale.

iv. No student who has obtained 40 marks or more on a 100-point scale shall be awarded failing grades of FP.

12.2.2.2 Absolute Method for the award of grades

(a) The award of grades shall be based on the total marks obtained by the student in the overall assessment based on the total marks secured by adding various components on a 100-point scale.

(b) The range of marks and letter grades for absolute methods of grades shall be as follows:

Range of Marks	Grade Awarded
90 - 100	AA
80 - 89	AB
70 - 79	BB
60 - 69	BC

50 - 59	CC
40 - 49	CD
35 - 40	DD
Less than 35	FP

(c) The grade boundaries, as indicated, may be marginally adjusted, and the upper and lower limits will be subject to limitations on the percentage of marks.

12.2.3 Performance Indicators

(a) The academic performance of a student in a semester or the program shall be computed on the basis of the average of the grade points secured by the students in the semester/ program.

12.2.3.1 Semester Grade Point Average (SGPA)

(a) SGPA shall be the indicator of the overall academic performance of a student in all the courses registered during a given semester.

(b) Courses with S/ X/ I /W /WR /IW grades obtained by a student in a semester shall not be considered, while computation of SGPA for that semester and their respective course credits shall not be considered.

(c) Courses with FA/FP grades shall be considered while computation of SGPA along with their respective credits.

(d) SGPA for a semester shall be computed as:

$$SGPA = \frac{\sum_{i=1}^{n} C_i.G_i}{\sum_{i=1}^{n} C_i}$$

where, C_i = Number of credits earned in i^{th} course of the Semester for which SGPA is calculated

G_i = Grade point earned in i^{th} course

i = 1,...n represents the number of courses in which a student is registered in the semester

12.2.3.2 Cumulative Grade Point Average (CGPA)

(a) CGPA shall indicate the overall academic performance of a student in all the courses that he/she has registered for and successfully earned credits, up to and including the latest completed semester/ summer term.

(b) CGPA for a semester shall be computed as:

$$CGPA = \frac{\sum_{j=1}^{m} C_j.G_j}{\sum_{j=1}^{m} C_j}$$

where, C_j = Number of credits earned in j^{th} course of the program in which student has enrolled

G_j = Grade point earned in j^{th} course

j = 1,...m represents the number of courses in which a student is registered and evaluated in the program at the time of the computation of CGPA

(c) Courses with S/ X/I /W /WR /IW grades obtained by a student in the program shall not be considered, while computation of CGPA and their respective course credits shall not be considered.

(d) Courses with FA/FP grades shall be considered while computation of CGPA along with their respective credits. However, once the student clears that paper, the CGPA will be updated based on new grades.

12.2.4   **Change in the grade after the grades are displayed in ERP**

(a)   Normally, the grades shall not be changed once uploaded and displayed on the ERP.

(b)   In exceptional cases, the following mechanism shall be followed for change in the grade after the grades are displayed in ERP:

i.   Students shall apply for a change in grade within three working days of the grades being displayed.

ii.   Such applications (dated and signed by the student) should be justified and submitted in hard copy to the Course Coordinator, who shall take action on all submissions for a given course.

iii.   In case there is a change in the grade of any student, this should be corrected and reported with due justifications to the respective DPGC.

iv.   After due deliberations on all such cases for the respective degree program, the DPGC shall forward its recommendations to the Dean A within seven working days from the day of the display of grades on ERP.

v.   Any application and/or recommendation received afterwards shall not be considered without the permission of the Chairperson, Senate.

13.0   **ACADEMIC REQUIREMENTS FOR PG PROGRAMS**

13.1   **Minimum Residency and Maximum Duration of PG Programs**

(a)   The minimum residence period and maximum duration allowed in the PG program for graduation in the various programs shall be as follows:

Program	Minimum Residency Period	Maximum Program Duration
M.Tech./ M.Plan. (Full-time/ Off-campus)	1 year	3 years
M.Tech./ M.Plan. (Part-time/ Slow-pace)	2 years	4 years
MBA	2 years	3 years
M.Sc.	2 years	3 years

(b)   The minimum program duration for all PG programs shall be two years, except for the part-time/slow-pace programs, where the minimum program duration shall be three years.

(c)   To satisfy the "Minimum Residence" requirements in the PG program, registration must be over consecutive semesters; exceptions shall be made only if the student is on authorized leave.

(d)   The "minimum" and "maximum" periods shall be counted from the student's initial date of registration.

(e)   For M.Tech./ M.Plan. students who convert from full-time to part-time:

i.   The minimum course duration shall be 2.5 years

ii.   The maximum course duration shall be 4 years

(f)   For M.Tech./M.Plan. (Slow-pace/ Part-time), the course work shall be for two years.

i. Such a candidate shall be desired to take a minimum of 3 courses per semester. These courses shall be taken along with the regular M.Tech./ M.Plan. classes.

(g) For an M.Tech. (Full Time) student who has completed course work and two years of study, the Supervisor shall certify that the student has been in contact for sufficient hours during the dissertation work.

(h) There shall be no minimum attendance requirement applicable to an M.Tech. (Part-Time) student during dissertation work (i.e. after the completion of course work). However, with respect to the contact hours, the Supervisor shall certify that the student has been in contact for sufficient hours during the dissertation work.

(i) No PG student, who has completed the prescribed maximum duration in the program shall be allowed to register in the subsequent Semester unless she/ he has been granted an extension of the program by the Senate on the recommendations of the DPGC and SPGB on case-to-case basis, depending upon the merit of the cases.

(j) Students registered in the postgraduate programs may count for residence and credit requirements any research or field work undertaken outside the Institute under the supervision of the Institute Supervisor(s), if facilities for such work are not available at MNIT Jaipur. Such cases must be recommended by the concerned DPGC and approved by the SPGB before the student proceeds to the place of assignment.

13.2 Minimum Credits/ CGPA Requirements for PG Programs

(a) A student is required to earn all the credits of the courses of the program as per the respective approved scheme for the award of the PG degree.

(b) A student shall be promoted to the next semester only if he/ she has cleared at least 75% of the courses registered in a semester and has a CGPA above 5.5.

(c) Students of M.Tech./ M.Plan programs who fail to clear at least 50% of the courses registered in a semester shall be transferred to the pace program.

(d) The Academic Section shall issue a warning to PG students if they fail to meet the minimum credit/CGPA requirements for semester promotion and/or Institute scholarship.

13.3 Continuous Evaluation of M.Tech./ M.Plan. Dissertation/Project

(a) All M.Tech./ M.Plan. Dissertation/project work shall be evaluated by continuous evaluation and end-term evaluation.

(b) The mid term and end term evaluation shall be done by an Oral Examination Board constituted by the DPGC of the department and approved by the Chairperson, SPGB.

(c) The relative weightage of the respective components for continuous evaluation shall be as follows:

Continuous Evaluation		ETE	Total
Supervisor	**Mid Term Evaluation**	**End-Term Evaluation**	
25%	25%	50%	100%

13.3.1 **Submission of M.Tech./ M.Plan. Dissertation**

i. All M.Tech./ M.Plan. students shall submit unbound copies of the Dissertation/ project report (as per the prescribed format) along with a copy of the abstract (approximately 250 words) to the Convener, DPGC, through respective Supervisors.

ii. A plagiarism report duly signed by the student and the Supervisor shall be submitted along with the dissertation. The plagiarism report shall satisfy the same requirements as laid down for the submission of the PhD thesis.

iii. Such dissertation/ project reports should be submitted at least two weeks before the schedule for the oral examinations as notified in the Academic Calendar.

iv. The Convener, DPGC, shall arrange to send copies of the dissertation to the examiners.

v. After the Oral Examination, the modifications suggested, if any, by the Oral examination Board shall be incorporated in the final printed copy of the dissertation.

vi. Two copies of the final dissertation/ project report and its electronic version (preferably in PDF format on a CD/ DVD/ equivalent media) should be submitted to the Department.

vii. One copy of the final dissertation/ project report shall be retained by the Department, and the other copy shall be forwarded to the Central Library by the concerned Convener, DPGC.

13.3.2 **Oral Examination Board for M.Tech./ M.Plan. Dissertation**

(a) All M.Tech./ M.Plan. dissertation/project shall be examined by an oral examination board. The board shall be common for all the students of a particular M.Tech./M.Plan. program.

(b) The Constitution of the Oral examination board shall be as follows:
i. Dissertation Course Coordinator of the program, Convener
ii. Three faculty members from the program

13.3.3 **M.Tech./ M.Plan. Oral Examination**

(a) The oral examination of an M.Tech./ M.Plan. student shall be conducted as per the schedule notified in the Academic Calendar.

(b) The dissertation coordinator, in consultation with Convener, DPGC, shall inform the Academic Section of the date of the oral examination.

(c) The Oral-examination Board shall evaluate the dissertation/project report, conduct the oral examination and submit the grades within the schedule notified for uploading of the grades as per the Academic Calendar.

(d) An 'AA' grade shall only be awarded to exceptionally bright students who have published/ got acceptance of a scientific paper in a reputed SCI/SCI-E/SCOPUS indexed journal or submitted a patent or received an award or funding for a research project out of the dissertation work at the time of oral examination.

i. The student should be the first author in the paper arising out of the dissertation work.

(e) A dissertation shall be considered to have been accepted if the majority of members of the oral examination committee recommend its acceptance.

i. Acceptance of the dissertation shall be reported to the Senate for approval.

(f) A dissertation that is not accepted shall be considered to have been rejected.

i. If a dissertation is rejected, along with a recommendation for resubmission after incorporating any modifications/ corrections suggested by the Oral-examination Board, an oral examination of the re-submitted dissertation shall be conducted by the same Board.

ii. However, if any member of the previous Oral examination board has retired/ left the Institute/ debarred by the Senate/ is on long leave, then that member shall be replaced by a new member with the approval of the Chairperson, SPGB.

iii. If the re-submitted dissertation is rejected, the matter shall be reported to the Senate for appropriate action.

(g) If a student does not appear on the date of the oral examination, except for an authorized leave, he/ shall be issued a warning by the Dissertation Course Coordinator under intimation to the concerned Convener, DPGC and the Academic Section.

i. A second date of oral examination for such students shall be scheduled no later than a week after the original date of the oral examination.

ii. The Dissertation Course coordinator shall submit the grades of such students to the Academic Section within one week of the revised date of the oral examination.

iii. In case a student cannot appear for the oral examination within one-week of the originally scheduled date of the oral examination for genuine reasons, the Dissertation Course coordinator may forward the case for approval of the SPGB through the concerned DPGC with clear recommendations.

iv. In case the student does not appear on the revised date for the oral examination, the student shall have to register in the subsequent semester to continue in the M.Tech/M.Plan. program.

13.4 Completion of M.Tech./M.Plan. Dissertation/Project Work on Part-Time/ Off-Campus Basis

(a) Dissertation/project work as a part-time/ off-campus student may be allowed by the SPGB on the recommendation of the concerned DPGC if other academic requirements in the first and the second semester of the M.Tech./ M.Plan. have been completed by the concerned student.

(b) The SPGB may provide such approval with or without any financial support/ scholarship.

14.0 ACADEMIC REQUIREMENTS FOR PhD PROGRAM

14.1 Minimum Residency and Maximum Duration of PhD Program

(a) The minimum residence period and maximum duration allowed in the PhD program shall be as under:

Program	Minimum Residence Period		Program Duration	
			Minimum	Maximum*
PhD (Fulltime/ Off-campus) (admitted with PG degree)	2 semesters		6 semesters	10 semesters
PhD (Part-time) (admitted with PG degree)	2 semesters		8 semesters	12 semesters
PhD (Executive Professional)	2 semesters		8 semesters	12 semesters
PhD (Full time) (admitted with B.Tech. degree)	4 semesters		10 semesters	12 semesters

* May be extended by the Senate up to 14 semesters on a semester-to-semester basis on the recommendation of SPGB

(b) "Residence period" requirements reflect the time duration within which a PhD student is expected to complete the course work, take a comprehensive exam, and present the state-of-the-art seminar/research proposal. This period of minimum residency must be over consecutive semesters; exceptions may be made only if the student is on authorized semester leave.

(c) "Maximum Duration" shall be counted from the student's first registration date.

(d) There shall be no minimum attendance requirement applicable to a PhD (Part-Time) student during thesis work (i.e. after the completion of course work).

(e) Students in the Off-Campus Program shall be required to stay on campus as long as required to satisfactorily complete the course work, comprehensive examination, and the state-of-art seminar/ research proposal presentation prepared in consultation with the external supervisor(s)).

14.2 PhD Course-Work

(a) All PhD students shall have to register for a defined number of courses, comprising the course-work, at the start of their PhD program.

(b) The PhD student shall register for the coursework as per the recommendations of the respective supervisors.

(c) The PhD course work shall normally be comprised of:

    i. One Core course of Research Methodology is mandatory for all candidates enrolled in the PhD program, notwithstanding the Department/ Centre of enrolment.

    ii. One Elective course in Research Methodology offered by various Departments/Centres

    iii. Two or more PG courses of 3 credits or more offered by various Departments/ Centres as per the requirement of the PhD program.

    iv. PhD students admitted with B.Tech. Degrees shall register for courses equivalent to 18 credits in addition to the compulsory research methodology courses.

(d) PhD students are permitted to take audit courses with prior consent of the Supervisor and the Course Coordinator. These audit courses shall not be counted for the calculation of SPGA/ CGPA.

(e) A PhD student who is a faculty member and has taught at least two postgraduate courses during the last three years in the proposed research area may be exempted by the SPGB on the recommendations of the concerned DPGC from two PG courses to be registered.

  i. However, such PhD students may be required to take the courses on Research Methodology as a credit course, in addition to other audit courses (any number), as recommended by their respective thesis supervisors.

(f) The minimum and maximum durations of the PhD course work shall be:

		Minimum Duration	**Maximum Duration**
i.	For PhD (Full-Time/ Off-campus)	1 semester	3 semesters
ii.	For PhD (Part-Time/ Executive/ Professional)	2 semesters	5 semesters
iii.	For PhD (with B.Tech.)	4 semesters	6 semesters

(g) The above-listed time limits for the maximum duration of coursework are exclusive of the period of authorized semester leave, if any.

(h) The minimum specified CGPA for successful completion of the course-work is 7.0 CGPA.

(i) The students are expected to maintain the minimum prescribed attendance (i.e., 75%) in each of the registered courses individually.

14.3 Comprehensive Examination

(a) All students registered in the PhD program must pass a written comprehensive examination designed to test the student's overall comprehension in the various subjects in the area of the proposed research.

(b) A PhD student can appear in the comprehensive examination only after

  i. completion of the course-work and securing the minimum specified CGPA requirement; and
  ii. completion of at least two semesters, excluding the period of any authorized semester leave.

(c) If the student does not appear in the comprehensive examination before the end of one month after the maximum stipulated period for the coursework expires, the program shall be automatically terminated.

(d) In case a student wants to appear after the stipulated time, she/ he must seek special permission from the Chairperson, Senate for the conduct of such examination with recommendations of SPGB.

(e) The DREC shall act as the Comprehensive Examination Board, with the Thesis Supervisor as the Convener of the board.

(f) The comprehensive examination report must be sent by the Supervisor to the Academic Section through the concerned Convener, DPGC, within two weeks of the examination date.

(g) In case a PhD student has been unsuccessful in passing the comprehensive examination in the first attempt, a second Comprehensive examination shall be conducted by the same

board that was constituted earlier unless a faculty member of the board has left/ the Institute or has deceased.

i. A student shall not be allowed to appear in the comprehensive examination more than twice.

ii. If the student fails to clear the comprehensive exam in two attempts, the student shall be deemed terminated from the program.

iii. The Supervisor shall inform the Academic Section about the failure of the student to clear the Comprehensive examination through the concerned Convener, DPGC. The Academic Section shall inform the student about the termination from the PhD program.

iv. All such cases shall be brought to the notice of the Senate through the SPGB.

14.4 **State-of-Art Seminar/ Research Proposal Presentation**

(a) Every PhD student shall be required to present a State-of-the-Art Seminar covering the state-of-the-art of area of research before the DREC within one month from the successful completion of the Comprehensive written examination.

(b) The PhD students shall also present the Research Proposal with the state-of-the-art seminar while including the research objectives, the proposed methodology and the intended implications/ outcomes of the proposed research.

(c) The State-of-Art Seminar/ Research Proposal presentation shall be an open seminar with wider participation.

i. The Convener, DREC, shall display a copy of the notice for the seminar/ presentation on the Department notice board for information to the Department faculty/ research scholars and upload the same on the Institute Intranet (PhD Notices section) for wider notification.

(d) The State-of-the-Art Seminar/ Research Proposal evaluation shall be done by the same board as constituted for the Comprehensive Examination unless the board's faculty member(s) is no longer on the rolls of the Institute.

(e) A PhD student shall be considered to have passed the State-of-Art Seminar/ Research Proposal presentation if all, except at the most, one member of the Board is satisfied with the student's performance.

(f) The report of the successful presentation must be sent to the Dean A within two weeks of the date of presentation in the prescribed format.

(g) In case a PhD student has failed to clear the State-of-the-Art Seminar/ Research Proposal presentation in the first attempt, a second State-of-the-Art Seminar/ Research Proposal presentation shall be conducted by the same Board that was constituted earlier.

i. A student shall not be allowed to appear in the State-of-the-Art Seminar/ Research Proposal presentation more than twice.

ii. The Supervisor shall inform the Academic Section about the failure of the student in clearing the State-of-the-Art/ Research Proposal presentation through the concerned Convener, DPGC. The Academic Section shall inform the student about his/her termination from the PhD program.

iii. All such cases shall be brought to the notice of the Senate through the SPGB.

14.5 **Award of PhD Candidacy**

(a) A student shall be awarded a PhD Candidacy on fulfilling the following requirements:

    i. The student has completed the coursework satisfactorily with the minimum specified CGPA.

    ii. The student has successfully passed the Comprehensive Examination

    iii. The student has successfully presented the State-of-the-Art Seminar/ Research Proposal.

(b) A student normally shall not be allowed to change the PhD topic once finalized at the time of award of PhD candidacy.

    i. In special cases, and on the basis of proper justification and recommendation by the DREC and DPGC, the student may be permitted to change the topic of PhD. In such cases, the student has to present the State-of-the-Art seminar again and submit a fresh research proposal. Such students shall not be permitted to submit the PhD thesis earlier than two years from the date of approval in the change of topic by the Academic Section.

    ii. Minor changes in the PhD topic may be permitted on the recommendation of the DREC.

14.6 **PhD Progress Evaluations (Semester-end)**

(a) The progress of PhD candidates in their research work shall be continuously monitored through end-of-the-semester presentations made by the PhD student before the Departmental Research Evaluation Committee (DREC) constituted by the Supervisor of the concerned Department as per the notified schedule in the Academic Calendar.

(b) Each PhD student is required to submit a work-plan for the next semester along with the submission of the progress report for the concluding semester.

(c) The DREC shall certify the satisfactory progress of the candidate based on the achievement of the targets as set for the semester in the previous semester-end PhD Progress Evaluation.

(d) The progress report of the student shall be sent by the DPGC Convenor to the Academic Section in the prescribed format.

(e) The thesis work of the PhD students for each semester shall be evaluated as:

    i. The letter grade awarded shall be S - for satisfactory performance and X – for unsatisfactory performance.

    ii. Overall award of grade calculation shall be done by averaging the awards given by the members of DREC (S/ X).

    iii. A PhD student can get any one of the following five combinations – SSSS, SSSX, SSXX, SXXX, XXXX against their semester-end performance evaluation by the respective DREC.

iv. The performance evaluations by the respective DREC shall be done in a manner that ensures the progressive achievement of the minimum requirements for the award of PhD degree, including publications from the PhD work.

14.7   Minimum Academic Performance for Semester Promotion in PhD Program

A student shall not be allowed to continue in the PhD program in case of any of the following or a combination thereof:

i. The student has secured a CGPA of at least 7.0

ii. The student has accumulated eight or more Xs towards thesis grades till the current semester.

iii. The student has accumulated six or more Xs towards thesis grades in two consecutive semesters.

14.8   Publications from the PhD Research Work

(a) Before any PhD thesis is approved for submission by DREC and DPGC, it shall be ensured that the work done has been sufficiently peer-reviewed.

(b) The publication standards mentioned in this section are absolute minimum.

i. The DPGCs of the concerned departments/ centres may set higher criteria related to acceptable publication standards.

ii. In such cases, the publication criteria shall be communicated to the SPGB through the respective DFB for approval.

iii. Such higher criteria shall not be applicable in retrospective.

(c) The student shall submit proof of acceptance/ publication of:

i. At least one paper in journals indexed in SCOPUS/ ESCI/ SSCI/ SCI–E and two papers in reputed conferences with proceedings indexed in SCOPUS/ ESCI/ SSCI/ SCI–E

OR

ii. two papers in journals indexed in SCOPUS/ ESCI/ SSCI/ SCI–E Journal.

iii. This shall be applicable to the candidates admitted from July 2019 onwards.

(d) A minimum of one research article published in an open access/ paid-journal can be considered to meet the requirements of a PhD thesis submission mentioned above, provided it is indexed in SCI/SCI–E.

14.9   Pre-PhD Seminar and Synopsis of the Thesis

(a) Before proceeding to finalize the thesis, each PhD student must deliver a Pre-PhD seminar in which the research work shall be presented to invite comments and criticism, which may be incorporated into the final thesis.

(b) The Pre-PhD Seminar shall be an open seminar, and the candidate has to present it in the presence of the DREC.

(c)   The Convener, DREC shall notify the schedule of the seminar at least one week in advance by displaying a notice on the Department Notice Board and uploading a copy on the Institute Intranet (PhD Notices).

(d)   The DREC shall evaluate the Pre-PhD presentation and the work presented by the student and certify it as satisfactory or may recommend some modifications before submission of the PhD synopsis.

(e)   In case the DREC finds the Pre-PhD seminar/ research work unsatisfactory, the student shall be required to present the Pre-PhD seminar/ research work again after at least one month.

(f)   A PhD candidate shall submit a synopsis of the thesis within one month of the successful presentation of the Pre-PhD seminar.

(g)   The Supervisor shall forward the synopsis, along with a proposed Panel of Examiners, to the Dean A.

14.10   PhD Thesis Examination Board

(a)   The PhD Thesis Examination Board shall consist of at least three members approved by the Chairperson, Senate. The Thesis Board shall have the following composition:

    i.   Thesis Supervisor(s)

    ii.   one examiner from within India who shall also conduct the viva voce examination

    iii.   one examiner from outside the country

14.10.1   Procedure for Constituting the PhD Thesis Board

(a)   The Thesis Supervisor shall propose four examiners from within the country and another four examiners from outside the country.

(b)   The proposed examiners shall satisfy the following criteria:

    i.   The examiner should have a PhD degree.

    ii.   In the case of Indian examiners from academic institutions, the institution should be a CFTI or an Institute of NIRF ranking within 100 in any of the previous three years.

    iii.   In the case of examiners from research organizations, the organization should be either a Government-funded or a well-reputed private research organization.

    iv.   There should be enough evidence that the examiner has research experience in the field of the research work of the PhD thesis.

    v.   The proposed examiners (non-supervisor) should not have co-authored any paper with the PhD candidate.

(c)   The list of proposed examiners prepared according to the prescribed format shall be sent by the Supervisor directly to the Dean A.

(d)   The Chairperson Senate may select the members of the Thesis Board from the proposed list in consultation with the Dean A.

    i.   If considered necessary, the Chairperson, Senate may require additional names of experts to be submitted.

ii. In case the Dean A is the Supervisor of the student concerned, the Chairperson, Senate, may consult Chairperson, SPGB, for the selection of the Thesis Board.

iii. If Chairperson Senate is the Thesis Supervisor, then Dean A shall approve the Thesis Board in consultation with Chairperson SPGB.

(e) The names of the members of the Thesis Board shall be kept confidential till the successful completion of the oral examination.

i. However, on completion of PhD thesis evaluation, the Academic Section shall send to the Thesis Supervisor(s) the names of the members who are from outside the Institute but are from within the country so that these names can be included in the proposed list of members of the oral board.

14.10.2 PhD Oral Examination Board

(a) The PhD Oral Examination Board shall consist of the following members from the Thesis Board

i. The Indian examiner of PhD thesis from outside the Institute and

ii. Thesis supervisor(s) for conducting the viva-voce examination.

14.11 Submission of PhD Thesis

(a) A thesis can be submitted only after the submission of the synopsis of the thesis.

(b) The submission of the thesis should not be later than three months of the Pre-PhD Seminar.

i. If the submission of the thesis is delayed by more than three months, the Pre-PhD seminar delivered earlier shall stand cancelled.

(c) Softbound copies and an electronic version on CD/ DVD/equivalent media (preferably in PDF format) of the PhD thesis (as per the prescribed format) shall be submitted to the Academic Section through the Supervisor and Convener, DPGC of the concerned Department/ Centre.

(d) The minimum period for submission of the thesis shall be three years from the initial date of registration.

14.11.1 Plagiarism Verification

(a) All theses submitted to the Institute shall be verified to be free from plagiarism.

(b) The Supervisor(s) shall submit and certify a plagiarism check/similarity report to this effect along with the thesis.

(c) The PhD student/ Supervisor may follow the source exclusion thresholds mentioned below while checking the thesis for plagiarism:

i. Maximum eight (08) word count for source exclusion

ii. Exclude self-citations

(d) Maximum 15% similarity index is allowed for the project reports/dissertation/thesis.

i. A maximum of 20% similarity index may be allowed only if the similarity index from each individual source remains less than 1%.

14.11.2 PhD Thesis Evaluation by the Thesis Board

(a) After the synopsis has been submitted and the Thesis Board is constituted by Chairperson Senate, the Dean A shall send a confidential letter/ email to each approved member of the Thesis Board enclosing a copy of the synopsis and requesting him/ her to serve as an examiner for the thesis.

  i. If either of the examiners refuses or no response is received for four weeks (with a reminder being sent after two weeks), then steps shall be taken to appoint another examiner.

(b) On receipt of the acceptance from the proposed examiner, a copy of the thesis along with a thesis evaluation form (in the prescribed format) for the examiner's report shall be sent to each examiner.

(c) In case Dean A is the Supervisor of the student concerned, the case shall be processed by the Chairperson, SPGB.

(d) In case Chairperson, SPGB, is the Supervisor of the student concerned, the case shall be processed by the Chairperson, SUGB.

(e) In case Chairperson, Senate is the Supervisor of the student concerned, the case shall be processed by the Dean A.

(f) On receipt of the examiner's report, the Dean A shall place it in one of the following categories:

  i. Category I:
  If an examiner approves the thesis but suggests corrections regarding punctuation, grammar, spelling or language, minor technical mistakes, or raises small queries, the Supervisor(s) can use their discretion regarding the incorporation of such suggestions, and the same may be incorporated in the thesis to the satisfaction of the oral board.

  ii. Category II:
  A. If an examiner points out errors other than those included in Category I or raises queries or suggests modifications, then the student's response to the above, including any modification(s) in the thesis, shall be submitted to the Dean A in both soft and hard copy within six months from the date of communication to the student in this regard.

  B. Dean A shall send the student's response to the examiner concerned for the final recommendation on acceptance/ non-acceptance of the thesis.

  C. If the examiner's response is not received within four weeks, a reminder shall be sent in a gap of two weeks each.

  D. If no reply is received even after two reminders within the next four weeks, further action shall be initiated, and the thesis shall be sent to another examiner in place of the current one.

  iii. Category III:
  A. If an examiner outrightly rejects the thesis or, raises technical points or suggests major modifications, then these comments shall be communicated to the Supervisor for further processing.

B. The Supervisor shall communicate to the Dean A the changes made in the thesis along with the explanatory notes within a maximum period of one year, which shall be sent to the examiner concerned for the final recommendation on acceptance/ non-acceptance of the thesis.

C. If the examiner's response is not received within four weeks, reminders shall be sent in a gap of two weeks each.

D. If no reply is received even after two reminders within the next 4 weeks, further action shall be initiated, and the thesis shall be sent to another examiner in place of the current one.

(g) If an examiner rejects the thesis a second time, the thesis shall be sent to another examiner in place of the current one for evaluation; and the process as prescribed for the regular submission of PhD thesis shall be followed.

(h) If both external examiners, excluding supervisor(s) reject the thesis, the thesis shall be rejected.

i. The candidate may, however, be allowed to submit the revised thesis only after one year but within two years from the date of communication of rejection to the student, provided the title of the thesis remains unchanged.

ii. The normal procedure shall be followed for the submission of the revised thesis, which includes satisfactory completion of the Pre-PhD seminar again, and submission of the revised synopsis and thesis for evaluation by the new panel of examiners.

iii. In case of rejection by one examiner, the synopsis shall be sent to the third examiner of the same category (Indian/ Abroad).

iv. The third examiner shall be given 15 days' time to give consent on thesis evaluation from the date of sending the synopsis.

v. The new examiner shall be asked to submit the evaluation report within two months of receiving the thesis. Dean A may permit additional two weeks on a case-to-case basis.

vi. In case of non-compliance with the above timelines, the next examiner in the panel shall be contacted for evaluation of the thesis.

(i) Copies of the categorized report (without the identity of the examiner) shall be sent to the Thesis Supervisor(s).

14.11.3   PhD Oral Examination

(a) On receipt of all thesis evaluation reports, the Dean A shall initiate action to constitute the Oral Examination Board.

i. The Oral Examination Board shall be constituted only if all external examiners recommend acceptance of the thesis.

(b) In case Dean A is the Supervisor, the duties as performed by the Dean A shall be carried out by Chairperson, SPGB and vice-versa.

(c) The PhD oral examination shall be an open examination with wide publicity.

(d)   The Supervisor shall be the Convener of the Oral Examination Board and shall fix the date of the oral examination in consultation with the members of the Board members and intimate the date to the Academic Section.

(e)   If a member of the Oral Examination Board communicates an inability to conduct the oral examination, the Dean A may recommend appointing a substitute in consultation with the thesis supervisor(s) for approval of the Chairperson, Senate.

(f)   Each member of the Oral Examination Board shall be given a copy of the thesis along with the entire technical correspondence with the thesis examiners at least two weeks before the date of the oral examination.

(g)   The Oral Examination Board shall

    i.   Examine the thesis reports.

    ii.   Examine if necessary modifications suggested by the thesis examiners have been incorporated,

    iii.   Elicit the candidate's replies to the questions raised by the thesis examiners.

    iv.   Authenticate the work as the student's own and no plagiarism

    v.   Judge if the presentation of the work by the student and the answers to the questions asked have been satisfactory replied, and

    vi.   Give a report of the examination, which shall be communicated by the Supervisor(s)/ Thesis coordinator to the Dean A through the Convener, DPGC.

(h)   If all members declare the student as passed, the student shall be deemed to have passed.

(i)   If a candidate does not perform satisfactorily, another chance shall be given to defend in front of the same Board within the next three months.

    i.   In such cases, one additional member from the DREC shall be added to the Board on the recommendation of the Supervisor.

(j)   On receipt of the report that the student has passed the oral examination, Dean A shall recommend to the Senate for the award of the PhD degree, and the degree may be conferred upon the candidate after approval by the Senate.

(k)   If the candidate has failed, the matter shall be brought to the attention of the Senate for further action by Dean A.

(l)   After successful completion of the oral examination, the candidate shall submit to the Dean A, two hard-bound copies of the approved thesis for further transmission to the concerned Department/ Centre and the Institute Library for record and two CDs/DVDs as soft copies.

14.11.4   **Early Submission of PhD Thesis**

(a)   Submission of the PhD thesis before the normal period of three years may be allowed only in exceptional cases.

(b)   Early submission shall be allowed only if the PhD student satisfies each of the following conditions:

i. At least two papers are published/accepted in a journal of repute, such as a Q1/Q2 ranked journal or journals by professional societies like IEEE, ACM, ASME, ASCE etc. approved by the concerned DPGC a-priori.

ii. At least one year has elapsed since the award of PhD candidacy.

(c) All cases of early submission shall be sent to the SPGB through DPGC. The SPGB, after ensuring the quality of the work, may recommend the case to the Chairperson Senate for approval.

(d) In such cases, the Institute may not issue an equivalence certificate citing minimum requirements as per the UGC guidelines for the award of PhD degree.

14.11.5 Extension of PhD Program

(a) No PhD student, who has completed the prescribed maximum duration in the program shall be allowed to register in the subsequent Semester unless she/ he has been granted an extension of the program by the Senate on the recommendations of the DPGC and SPGB on case-to-case basis depending upon the merit of the cases.

(b) A PhD student may request for an extension of the PhD program based on defined reasons to the Senate through the DPGC and SPGB.

(c) The request for the extension should be recommended by the Supervisor(s) of the PhD student.

(d) The Senate may grant an extension for a maximum duration of one semester at a time and for a maximum of four semesters to such PhD students.

15.0 PERMISSION TO PROCEED TO OTHER ACADEMIC INSTITUTIONS AS NON-DEGREE STUDENT

(a) In order to help students broaden their horizons and enrich their cultural and academic experience, provision to proceed to other academic and research institutions of repute in India or abroad as non-degree students shall be available.

(b) The institutions to which the students of MNIT Jaipur proceed as non-degree students shall be approved by DPGC and SPGB.

(c) A PG/ PhD student who satisfies the minimum conditions laid for the purpose may proceed to another academic institution in India or abroad with the prior permission of the SPGB on the recommendation of the concerned DPGC.

(d) Only those PG/PhD students who have spent at least two semesters and have a Pass grade without backlog till the second semester shall be eligible to proceed as non-degree students outside MNIT Jaipur.

(e) For permission to spend time as a non-degree student outside MNIT Jaipur, an eligible student shall make a request to the SPGB through the DPGC and the Program Advisor/ Supervisor, duly supported by a Statement of Purpose to undertake the proposed work and sufficient information about the department/ institution for the purposes.

(f) The DPGC shall consider the student's application and determine if the proposed program of work is of such a nature that waiver for the courses in the program is possible.

(g) The SPGB may approve the application on the recommendation of the DPGC.

(h) In all such cases, the student shall be informed about the requirements she/ he must fulfil to apply for academic credits on his/ her return.

(i) Permission to proceed to an institution as a non-degree student shall not imply any automatic waiver from the academic requirements of the Institute.

(j) The student, after completion of the work, shall apply for a waiver from requirements of his/ her program at MNIT Jaipur supported by an official transcript of the grades and report of work obtained and whatever material the DPGC may require for the purpose.

(k) The concerned DPGC shall evaluate the work done by the student and make recommendations to the SPGB after determining, by whatever means it deems fit, the equivalent courses/ requirements at MNIT Jaipur for which the student may be given a waiver.

(l) On the recommendation of the DPGC, the SPGB may allow a waiver for a maximum of 12 credits.

    i. Against each requirement for which a waiver is granted, a 'WR' grade shall appear on the transcript with an explanatory note that 'WR' stands for a waiver for work done at the Institution concerned.

    ii. All such requirements shall be deemed to carry zero weight for SGPA/ CGPA calculations.

(m) The minimum residency requirement for the students who avail this provision shall remain unchanged for PhD students, but may be reduced by one semester for M.Tech. students, provided they spend at least one semester of 15 weeks duration or two-quarters of at least 11 weeks duration each as non-degree students elsewhere with prior permission.

(n) Those students who are selected by the Institute using a Senate-prescribed procedure to proceed on any institutional exchange program shall also have to go through the procedure and rules for the transfer of credits as approved by the Senate.

16.0 INDUSTRIAL TRAINING/ INTERNSHIP GUIDELINES FOR PG STUDENTS

(a) Regular M.Tech./ M.Plan. students, after completion of the course work, can be permitted to undertake Industrial Training / Internship in the third/fourth semester of their program.

(b) The students shall attend the evaluation of the required credits offline/ online, depending on the nature of work, as decided by the concerned DPGC.

(c) The student will give a progress seminar in the department at the end of the First Semester of his internship (end of the Third Semester of the program), and based on the request of the student and the recommendation of DREC, the student may be permitted to continue the internship as follows.

i. By taking Semester withdrawal in the second semester of the Internship and completing the dissertation requirement after extending his/ her dissertation work by one semester after the internship is over.

OR

ii. By undertaking the dissertation work in the fourth semester at the place of internship (Industry/ Internship Organization) under a duly qualified external Supervisor from the Internship Organization along with an internal Supervisor, provided the DPGC/ Supervisor(s) from the Institute are convinced that sufficient M.Tech. Dissertation work is possible at an Internship Organization.

(d) Students getting the offer in the fourth semester of their program (or as part of their placement with the same organization) must complete the dissertation problem defined in the third semester with the Institute Supervisor.

i. This requirement to complete the dissertation problem defined in the third semester can be completed remotely and in consultation with an Industry Mentor.

(e) Students getting the offer for a period more than 6 months and up to one year spanning over the third and fourth semesters shall be required to:

i. Submit a plan of dissertation work to DPGC with clearly defined objectives.

ii. The dissertation plan shall be submitted within a month of joining the industry and shall be approved by both the Industry Mentor and the Supervisor at the Institute.

iii. Submit a progress report to DPGC every two months of the dissertation work forwarded by the Industry mentor and the Supervisor at the Institute.

(f) The students shall produce a certificate of successfully completing the Industrial Training/ Internship while clearly mentioning the work assigned to them.

(g) Students who are not able to produce the certificate of completion and/ or do not complete dissertation work satisfactorily as evaluated by the Institute Supervisor/ DPGC must register for the fifth semester and complete the dissertation.

i. The maximum time to complete dissertation work in such cases shall be one year (that is, spanning the fifth and sixth semesters).

ii. No institute assistantship shall be provided to such students upon resuming their program at the Institute.

(h) Opportunity to avail the Institute placement services shall be available to such students.

16.1 Procedure for PG Internship Application

(a) PG students shall seek the consent of their dissertation Supervisor and appear in the internship interview only after due approval.

(b) After being selected for the Internship, students shall submit an application in the prescribed format (Annexure 4) supported by the industry offer letter to the Dean A duly recommended by the Supervisor and the concerned DPGC.

(c) An office order shall be issued by the Academic Section subsequently on the recommendation of the concerned DPGC.

(d) Students can proceed to an internship only after receiving an Office Order from the Academic Section.

17.0 REFUND OF CAUTION MONEY & ISSUE OF CHARACTER/ MIGRATION CERTIFICATE

(a) The institute caution money shall be refunded to the PG/ PhD student on his/ her successful completion of the enrolled program OR on withdrawal/ termination of registration in the program.

(b) All the students who enrol in their respective PG/ PhD programs with Institute Assistantship and voluntarily withdraw from the program shall be refunded the Caution money deposit only after they have returned the complete financial assistance provided to them by the Institute.

    i. Such candidates shall be provided with a Character Certificate/ Migration Certificate only after they have deposited the entire amount of financial assistance provided by the Institute to them.

(c) Only those students who have no institute dues pending shall be eligible to get a "Character Certificate" and "Migration Certificate" from the institute on demand.

18.0 CONDUCT AND DISCIPLINE

(a) Each student shall conduct himself/herself in a manner befitting his/her association with an Institute of National Importance.

    i. He/she is expected not to indulge in any activity which is likely to bring down the prestige of the Institute.

    ii. He/she shall also show due respect and courtesy to the teachers, administrators, officers and employees of the Institute and good behaviour to fellow students.

    iii. Due attention and courtesy shall be paid to visitors to the Institute and residents of the Campus.

(b) Following activities shall constitute a violation of the Code of Conduct for students:

    i. Lack of courtesy and decorum

    ii. Indecent and inappropriate dressing

    iii. Unbecoming conduct (both within and outside the Institute)

    iv. Wilful damage and/or removal of Institute property or belongings of fellow students

    v. Disturbing others in their studies

    vi. Adoption of unfair means during examinations

    vii. Breach of rules and regulations of the Institute

    viii. Noisy and unseemly behaviour

    ix. Any other similar undesirable activities

(c) Ragging in any form is strictly prohibited and considered a serious criminal offence and violation of the code of conduct.

    i. Involvement of a student in ragging may lead to his/ her expulsion from the Institute.

18.1 **Disciplinary Actions and Related Matter**

(a) Violation of the Code of Conduct shall invite disciplinary action, which may include punishment such as

    i. Reprimand,

    ii. Disciplinary probation,

    iii. Fine,

    iv. Awarding black dots,

    v. Debarring from examinations,

    vi. Withdrawal of scholarship,

    vii. Withdrawal of placement services,

    viii. Withholding of grades and/or degrees,

    ix. Cancellation of registration, and

    x. Expulsion from the Institute.

(b) The Faculty member/Course Coordinator shall have the power to take appropriate action against a student who misbehaves in the class with intimation to DPGC and Dean A.

18.2 **Use of Unfair Means in Examinations**

(a) No candidate shall use unfair means or indulge in disorderly conduct at or in connection with examinations.

    i. Here "Candidate" means an examinee taking an examination.

    ii. "Examination" means any examination, mid-term, end-term, quizzes, or practical which are considered as part of assessment/ evaluation by the Course Coordinator/ Instructor while awarding grades in a subject.

(b) Unfair means shall include the following:

    i. During the examination time, having in possession or access to:

        A. Any paper, book, note or any other unauthorized material which has relevance to the syllabus of the examination paper concerned.

        B. Mobile Phones, smart watches, Bluetooth devices or any electronic gadget other than a scientific calculator, even in switch-off mode, which can potentially be used for communication or copying.

        C. Anything written on any other instrument or any kind of furniture or any other substance which may have relevance to the syllabus of the examination paper concerned.

        D. Anything written or signs made on the body of the candidate or his/ her clothes/ garments, handkerchief etc., which may have relevance to the syllabus of the examination paper concerned.

E. Anything written on the question paper which may have relevance to the syllabus of the examination paper concerned.

ii. Giving or receiving assistance in answering the question papers to or from any other candidate/ person in the examination hall or outside during the examination hours.

iii. Talking to another candidate or any unauthorized person inside or outside the examination room during the examination hours without the permission of the invigilating staff.

iv. Swallowing or attempting to swallow or destroying or attempting to destroy a note or paper or any other material.

v. Impersonating any candidate or getting impersonated by any person for taking the examination.

18.2.1 Punishment for Use of Unfair Means

(a) The Course Coordinator/ Instructor of a course shall have the power to debar a student from the examination in which he/ she is detected to be using unfair means. All such cases should be brought to the notice of the Dean A, along with all the supporting evidence.

(b) A candidate found using unfair means or involved in disorderly conduct or disturbing other candidates at or in connection with an examination shall be referred to Unfair Means Committee (UMC).

(c) All such cases shall be looked into by the Unfair Means Committee consisting of the following officials:

i. Dean A, Chairperson

ii. Chairperson SPGB, Member

iii. Chairperson SUGB, Member

iv. Associate Dean PG, Member

v. Associate Dean UG, Member

vi. Concerned Head of the Department, Member

(d) The Committee, after consideration of the case as referred to it by the Instructor/ Invigilator, can award punishment.

(e) The punishment awarded by this Committee shall be in addition to any punishment that may have been already awarded by the course coordinator with one or more of the following:

i. Cancellation of the examination of the paper in respect of which he/she is found to have been guilty; and/ or

ii. Cancellation of the examination of the semester examination for which he/ she was a candidate and/ or debarring from examination for future semester(s).

iii. Any other punishment deemed suitable by the committee.

18.2.2 Norms of Punishment for the Use of Unfair Means

The following norms for punishment are laid down:

(a) If the candidate is found to have in possession of any material relevant to the syllabus of the examination paper concerned but has not copied from or used it, the punishment shall be the cancellation of the examination of that particular paper, and he/ she shall be awarded 'FP' grade in that paper with all the consequences to follow.

    i. However, if the material found in the possession of the candidate is of insignificant nature, the punishment may be relaxed to the extent that he/ she shall be given a chance to reappear in the examination.

(b) If a candidate is found to have copied from or used the material caught, the punishment shall be the cancellation of the present semester examination, and he/ she shall be awarded an 'FP' grade in all the papers of that semester with all the consequences to follow.

(c) If the candidate is found talking to another candidate or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the invigilator, his/her examination in that paper may be cancelled, and an 'FP' grade shall be awarded in that paper with all the consequences to follow.

(d) If the candidate is found reading or possessing some incriminating material relevant to the syllabus of the paper in the veranda, urinal etc., his/ her examination in that particular paper or his whole semester examination, depending on the gravity of the offence, shall be cancelled.

(e) If the candidate is found giving or receiving assistance in answering the question papers to or from any other candidate/ person in the examination hall or outside during the examination hours, his/ her examination in that particular paper shall be cancelled, and an 'FP' grade shall be awarded in that paper with all the consequences to follow.

(f) If the behaviour of the candidate on being caught is unsatisfactory or the candidate uses resistance/ violence against the invigilator or any person on examination duty or consistently refuses to obey the instructions, the above punishments may be enhanced according to the gravity of the offence as deemed fit by the Unfair Means Committee.

(g) All such cases shall be reported to the Senate in its subsequent meeting.

18.3 Discipline in Hostels

(a) The Dean SW, Chief Warden, or Warden-in-Charge of a Hostel has the power to reprimand, impose a fine or take any other suitable measure against a resident who violates either the Code of Conduct or Rules and Regulations pertaining to the concerned Hostel.

(b) Violation of the Code of Conduct by an individual or by a group of students can be referred to a Board of Discipline (BOD) by the Director.

(c) Constitution of the Board of Discipline (BOD) shall be as under:

    i. Dean SW as Chairperson

    ii. Dean A as Member

    iii. Two Heads of Teaching Depts. (on a rotation basis) Members

(d) A student, teacher or other functionary of the Institution can refer a case to this committee for consideration.

(e)   In very exceptional circumstances, the Chairperson, Senate may appoint a special committee to investigate and/ or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in his/ her view, may tarnish the image of the Institute.

(f)   The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Chairperson, Senate for its final decision.

(g)   The Senate may not recommend a student who is found guilty of some major offence to the Board of Governors for the award of a degree/ diploma/ certificate even if he/ she has satisfactorily completed all the academic requirements from time to time.

19.0   MERCY POLICY

(a)   For continuation of semester promotion and award of degree in PG and PhD programs, following mercy policy and mechanism shall be adopted.

19.1   Categories for Considering Mercy Appeals/ Requests
i.   Continuation of registration in spite of not fulfilling the minimum credits/ SGPA/ CGPA requirement(s).

ii.   Extension in the duration of the academic program beyond the maximum permissible duration.

iii.   Waiver from meeting minimum attendance requirement.

iv.   Registration of credits beyond the maximum permissible limit.

v.   Any other item not covered under the above points but in violation of rules approved by the Senate.

19.2   Procedure for Processing Mercy Appeal/ Request
(a)   The appeal/ request for mercy shall be submitted by the PG student to the Program Advisor and to the Supervisor by the PhD students.

(b)   All appeals/requests for mercy related to the PhD student shall be examined and recommended by the DREC of the student.

(c)   The appeal/ request for mercy shall be taken up in the meeting of the DPGC.

(d)   The DPGC shall communicate the mercy appeal/ request to the Academic Section clearly mentioning the grounds and justification for the recommendations.

(e)   All recommendations shall be placed before the SPGB for further evaluation of the grounds for mercy.

(f)   Separate recommendation of SPGB for each mercy appeal/ request shall be placed for consideration and final decision by the Senate.

(g)   Final decision-making and termination for all the mercy appeals/requests, irrespective of the nature of relief/ recommendation, shall rest with the Senate.

(h)   For urgent cases, Chairperson, Senate is authorized to take a decision if all the steps have been followed and get them ratified in the Senate.

20.0   POST-GRADUATION REQUIREMENTS

(a)   A student shall be deemed to have completed the graduation requirement if the student has

      i.   passed all the prescribed courses,

      ii.   attained the minimum required CGPA with no course having FP/FA/IW/I grade,

      iii.   satisfied the minimum academic and residence requirements,

      iv.   satisfied all the requirements specified by the concerned Department/ Centre, if any

      v.   satisfied all the requirements specified by the Senate.

(b)   In addition, the student should have paid all the dues to the Institute and, should have no pending case(s) of indiscipline.

21.0   GENERAL

(a)   These rules shall be in force immediately after the approval of the Senate.

(b)   Notwithstanding anything contained in this manual, all categories of PG students/ candidates shall be governed by the Rules & Regulations framed by the Senate on this behalf and in force from time to time.

(c)   The set of regulations, on approval by the Senate, shall supersede all the corresponding earlier set of regulations of the Institute, with all the amendments thereto, and shall be binding on all parties concerned, including students undergoing PG programs, faculty, staff, Departments/ Centres and Institute authorities.

(d)   In order to guarantee fairness and justice to all the parties concerned, in view of the periodic evolutionary refinements, any specific issues or matters of concern shall be addressed separately by the appropriate authorities as and when found necessary.

(e)   The effect of year-to-year (periodic) refinements in the academic regulations & curriculum on the students admitted in earlier years shall be dealt with appropriately and carefully so as to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of regulations & curriculum, without any undue favour or considerations.

(f)   The Senate may consider any issue or matters of concern relating to any or all of the academic activities of the Institute for appropriate action, irrespective of whether a reference is made (or the nature and extent of any reference if so present) to the set of regulations or otherwise.

(g)   This manual sets out the procedure and requirements of the M.Tech./ M.Plan./M.Sc./ MBA/PhD programs of study that fall under the jurisdiction of the Senate, MNIT Jaipur.

(h)   Any legal dispute arising from this set of Regulations shall be limited to the legal jurisdiction determined by the location of the Institute and not that of any other parties.

22.0   WAIVER OF REQUIREMENTS IN SPECIAL CASES

(a)   The procedures and requirements stated in this manual, other than those in the section related to the "Eligibility for Admissions", may be considered in special circumstances by the Senate on the recommendation of the SPGB/DPGC.

23.0   INTERPRETATIONS

(a)   Any doubt or dispute arising about the interpretations of these Rules & Regulations shall be referred to the Chairperson, Senate, whose decision shall be the final.

ANNEXURES

1. General Guidelines for Dissertation/ Thesis Writing

2. PhD Examiner's Recommendation Form

3. Formula to Convert CGPA into Percentage Marks

4. Format of Application for PG Internship

Annexure 1

GENERAL GUIDELINES FOR DISSERTATION/ THESIS WRITING

(Note: Any individual department may refine this format and can modify/ add additional information as part of the thesis)

FORMAT OF THE DISSERTATION/ THESIS

1. **Preliminary pages (page i, ii, iii...):**

   - Inner Title page

   - Certificate

   - Acknowledgement

   - Abstract

   - Table of contents

   - List of tables

   - List of Figures

   - List of abbreviations

2. **The main body (pages 1, 2, 3...) is divided as follows:**

   - Introduction

   - Literature Review

   - Materials and Methods

   - Results and Discussion

   - References

   - Appendices

   - Brief bio-data (one page only)

DESCRIPTION OF THE DIFFERENT SECTIONS OF A DISSERTATION/ THESIS

General guidelines

- The font of the text should be:

  - Type - Times New Roman

  - Size – 12 point

- Paragraph style to be followed consistently throughout the thesis

  - 1.5 line spacing throughout the text on both sides of the paper.

- Page Size and Margins:

  - Page size – A4

  - 38 mm from the left edge of the paper

  - 25 mm from the top, bottom and right edge

- Units and symbols should conform to the international system of units.

- Avoid the use of jargon, nouns as adjectives, split infinitives, improper matching of subjects and verbs, changes of tense in mid-paragraph and redundancy and verbosity. More than a very few errors in spelling or typography leave an impression of carelessness on the examiners.

Outer Title Page

- Title of dissertation/ thesis.
- M. Tech dissertation/PhD. Thesis.
- Name of the student with the registration number.
- Institute logo
- Place of submission.
- Month and year of submission (Example: May 2007).

Inner Title page

- Title of dissertation/ thesis.
- The following statement must also appear: This dissertation/ thesis is submitted as a partial fulfilment of the M.Tech. or PhD program in ---------------- (For Example: Science or Engineering).
- Name of the student with the registration number.
- Institute logo
- Place of submission.
- Month and year of submission (Example: May, 2007).

Abstract

- This section will contain a statement of the problem, methods of investigation, major findings and main conclusion.

Introduction

- This section will contain a general introduction, the scope of the work, the objective of the study and a chapter outline.

Literature Review

- This section will contain a critical review of the literature, pertinent theory, experiment and the importance of the chosen problem.

Methodology

- This section contains the research methodology of the test methods used (If applicable).

Results and Discussions

- Brief description of the methodology, primarily the experimental design.
- The text should describe the results.
- The figure and table legends contain
- Short title.
- Description of the symbols (if applicable).
- Description of the statistics used (if applicable).

- The figure or table and its legend should appear on the same page.

- Avoid repeating a description of the results – keep the description of the results in the body of the results section and not in the figure or table legend.

- Emphasize the most important contributions of the research. The discussion must not merely recapitulate results or review the literature.

- It is essential to discuss the research in relation to the literature and to assess the significance of the findings.

Conclusions

- This section contains the major findings and main conclusions.

References

- There must be only one reference list for the entire dissertation/ thesis in order of citation in the body of the thesis/ dissertation.

Appendices

- This section can contain tables and figures of data that are necessary to show, but that are not part of the dissertation/ thesis.

- Publications from the thesis, along with the reviewer's comments.

NOTE:

The above guidelines are general in nature, and the writing style of the dissertation/ thesis will vary from department to department and the nature of work carried out.

Annexure 2

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY Jaipur

PHD EXAMINER'S RECOMMENDATION FORM

Name of the Candidate	
Thesis Title	

Please note that this form should be accompanied by a report commenting on the strengths and weaknesses as well as specific suggestions for improvement of the thesis as per the guidelines given in the cover letter. This recommendation form is to mainly facilitate the Dean, Academic in deciding appropriate action. Please tick (√) one of the options below.

"My recommendations are as follows" (Please tick only ONE)

Category-I	a) Thesis is recommended	"Thesis is recommended for the award in its present form."	☐
	b) Thesis is recommended	"The thesis be accepted for the award after minor revision/ queries." (Revisions/ queries would be addressed during the viva-voce examination)	☐

Category-II	c) A revision is proposed in the Thesis	"I reserve my decision based on the response of the candidate to the major revision/ queries requiring rewriting a portion/ chapter of the thesis incorporating some additional work." (Please note that the response of the candidate will be sent to you for final decision between Category I and III)	☐

Category-III	d) Thesis is rejected	"Re-writing of the thesis after further research is recommended"	☐
	e) Thesis is rejected	"The thesis to be rejected outright."	☐

Name of Examiner: _____

Date: _____   **Signature of Examiner**

Annexure 3

FORMULA TO CONVERT CGPA INTO PERCENT MARKS

For the purpose of conversion of the CGPA obtained by the students into the percentage of marks, the following formula shall be applicable.

Percent Marks = CGPA × 10

Annexure 4

FORMAT OF APPLICATION FOR PG INTERNSHIP

To
The Dean Academics,
MNIT Jaipur

I _____ Son/ Daughter of _____ Student ID _____ want to join the Industrial Training/ Internship for a period of one/ two semester(s) starting from (date) _____ to (date) _____ at _____ (name & address of the Internship host organization).

1. I have fully read and understood the rules and regulations laid by the Institute and Host Organization and undertake to abide by them.

2. I have enclosed a copy of the offer letter from the Host Organization

3. I will proceed for an internship only after obtaining the Office Order from the Academic Section.

Kindly permit me to join the Internship as mentioned above.

(Name & Signature of the Student)

Student ID: _____

(Supervisor recommendations & Signature)

(Convener, DPGC recommendations & Signature)

मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर
Malaviya National Institute of Technology Jaipur

शिक्षा मंत्रालय, भारत सरकार के अंतर्गत राष्ट्रीय महत्व का एक संस्थान
An Institute of National Importance under Ministry of Education, Govt. of India