

ORDINANCE AND REGULATIONS

for

**Postgraduate (PG) Programmes
(M.Tech., M.Sc., MBA, and MCA)**

w.e.f. Academic Session 2025-26



NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA

KURUKSHETRA-136119 (HARYANA) INDIA

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PG.1. DEFINITIONS

- (i) “NITKKR” shall mean the Institute, i.e. National Institute of Technology Kurukshetra.
- (ii) “Director” shall mean the Director of NITKKR.
- (iii) “Senate” shall mean the academic Senate of NITKKR.
- (iv) “BoS” shall mean the Board of Studies of a Department of NIT Kurukshetra.
- (v) “DRC” shall mean the Departmental Research Committee of a Department of NIT Kurukshetra.
- (vi) “DAC” shall mean the Departmental Advisory Committee of a Department of NIT Kurukshetra.
- (vii) “HoD” shall mean Head of Department in which a PG student is registered/proposes to register.
- (viii) “Degree” shall mean the Degree of postgraduate (M.Tech./M.Sc./MBA/MCA) programme of NIT Kurukshetra.
- (ix) “Educational Institute” shall mean those institutes, which run full-time Bachelor’s or higher degree programmes.
- (x) “ORG” shall mean a PSU / Government Department / R&D Unit.
- (xi) “PG student” shall mean a person who is registered in the PG Programme in any Department of NITKKR.
- (xii) “Full-time PG student” shall mean a PG student devoting full time in Department at NITKKR or / on an Internship towards the pursuit of a PG programme.
- (xiii) “Part-time PG student” shall mean a PG student who in addition to devoting time towards discharging the employment responsibilities also devotes time towards the pursuit of the PG Programme.
- (xiv) “Supervisor” shall mean a member of the regular academic staff of NIT Kurukshetra, appointed by the concerned Head of the Department (HoD) to supervise the PG dissertation work of the PG student.
- (xv) “Co-Supervisor” shall mean additional supervisor as appointed by the HoD. Co-supervisor from outside the Institute must have the academic qualifications and research credentials as prescribed for a Supervisor in the Institute.
- (xvi) “Caretaker Supervisor” shall mean a supervisor appointed to look after the research interests in the absence of the regular supervisor when the dissertation of the PG students is ready to be submitted. The caretaker supervisor also must have the academic and research qualifications as prescribed for a supervisor.
- (xvii) “Registration Period” shall mean the length of the time span for which a person remains a PG student.
- (xviii) “Minimum Registration Period” shall mean the minimum period for which a PG student must remain registered to complete the requirements for a PG degree.

PG.2. REGULATIONS

Admission to the PG Programme will be regulated by the regulations made and approved by the Senate from time to time.

- PG.2.1.** Provision of these regulations shall come into force with effect from the academic year 2024-2025 and shall be applicable to all the postgraduate courses (unless otherwise stated) offered by the Institute.
- PG.2.2.** Eligibility criteria for admission must be satisfied on the date of admission in postgraduate programs.
- PG.2.3.** The date of admission for the student is as per the allotment letter issued by the Institute.
- PG.2.4.** In no case, the period of unauthorized absence will exceed one semester. If the period of unauthorized absence exceeds one semester, the student's name will be struck off from the roll sheet of the Institute.
- PG.2.5.** All academic issues of the students other than those affecting the Institute rules and regulations framed from time to time may be looked into by the Dean (Academic).
- PG.2.6.** All problems of the students not related to academics may be looked into by the Dean (Student Welfare).
- PG.2.7.** At the end of each semester (i.e. after the end-semester examination), students will be supplied a Grade Card indicating the Grade secured in each course and up-to-date CGPA.
- PG.2.8.** The maximum period in which a student must qualify for the award of the postgraduate degree will be five years, failing which a student will not be allowed to continue his/her study for a postgraduate degree.
- PG.2.9.** The percentage of marks obtained by a student if so required, can be calculated as follows;
- Percentage of marks = CGPA multiplied by 9.00.
- PG.2.10.** The student will be required to complete all the requirements for the award of the postgraduate degree within a period specified in the regulations.
- PG.2.11.** In case of a change in permanent address, mobile number, email, etc., the student must inform the changes to Institute's Academic Section through Department.
- PG.2.12.** It is the responsibility of the student himself/herself to abide by the rules and regulations mentioned herein and any modifications made from time to time. All the modifications will be uploaded on the Institute website in due course of time.
- PG.2.13.** The student has to claim for refund of the Caution Money within two years from the declaration of the final semester result, i.e. date mentioned on the Detailed Marks

Certificate (DMC) of the final semester, else caution money shall be credited to the Student Welfare Fund.

PG.2.14. The Institute has switched over to a credit-based system of continuous evaluation with effect from the 2003-04 session.

PG.3. ADMISSION

The minimum academic qualification for admission shall be as decided by the competent authority and the distribution of seats including reservation shall be approved by the Ministry of Education (MoE), Govt. of India, from time to time.

PG.3.1. Admissions to the postgraduate programs will be made based on GATE / JAM / NIMCET / CAT / MAT / CMAT score/ percentile as decided by the Competent Authority.

PG.3.2. Admissions for the postgraduate programs also be made through the following schemes:

- (i) Direct Admission of Students Abroad (DASA)
- (ii) Ministry of External Affairs (MEA)
- (iii) Indian Council for Cultural Relations (ICCR)
- (iv) Ministry of External Affairs, Nepal Scholarship Scheme (NSS, MEA)
- (v) Ministry of External Affairs, Syrian Scholarship Scheme (SSS, MEA)
- (vi) Study in India (SII)
- (vii) Self-finance courses
- (viii) Any other scheme proposed by MoE from time to time.

PG.3.3. The postgraduate (M.Tech./M.Sc./MBA/MCA) programmes (2 or 3 years) are offered by the following Departments in the related areas of specializations as decided by the Institute with the approval from appropriate bodies such as the Senate/Board from time to time.

Sr. No.	Name of Postgraduate Programme (M.Tech./M.Sc./MBA/MCA)	Name of the Department
1.	1. Environmental Engineering (EV) 2. Geotechnical Engineering (GE) 3. Structural Engg. (SU) 4. Transportation Engg. (TE) 5. Water Resources Engg. (WR)	Department of Civil Engineering
2.	1. Computer Engineering (XE) 2. Cyber Security (BR)	Department of Computer Engineering
3.	1. Control System (CP) 2. Power Electronics & Drives (PD)	Department of Electrical Engineering

	3. Power System (TJ)	
4.	Communication System (CY)	Department of Electronics & Communication Engineering
5.	1. Machine Design Engineering (6A) 2. Thermal & Fluids Engineering (TF)	Department of Mechanical Engineering
6.	Production & Industrial Systems Engineering (5Z)	Department of Robotics & Industrial Engineering
7.	Renewable Energy Systems (RN)	Department of Energy Science & Engineering
8.	1. Embedded System Design (VF) 2. VLSI Design (VN)	Department of VLSI Design & Systems Engineering
9.	1. M.Sc. in Physics (2 years) 2. M.Tech. in Nanomaterials and Nanotechnology (in abeyance) 3. M.Tech. in Instrumentation (in abeyance)	Department of Physics
10.	M.Sc. (Chemistry) (2 years)	Department of Chemistry
11.	M.Sc. (Economics) (2 years)	Department of Humanities & Social Sciences
12.	M.Sc. (Mathematics) (2 years)	Department of Mathematics
13.	MCA (3 years)	Computer Application
14.	MBA (2 years)	Business Administration

The provisions contained in these Regulations shall also be applicable to any new PG Programme, either offered by any of the Department or even possibly as a multi-disciplinary Programme that may be introduced from time to time.

PG.4. COURSE STRUCTURE OF PG PROGRAMME

The Course Structure for Postgraduate Programmes shall have the following categories of courses: -

Sr. No.	Course Category	Explanation
1	Program Core (PC)	Courses specific to the relevant Programme/discipline
2	Program Elective (PE)	Elective Courses specific to the relevant Programme/discipline
3	Open Elective (OE)	Elective Courses from any domain/MOOCs

PG.4.1. The curriculum of any branch of the PG program is designed to have a requirement of a minimum of 80+3 credits. Normally a semester shall have 5 or 6 theory courses and 1 or 2 laboratory courses and/or seminar courses, minor/design projects, etc. The medium of instruction, examinations, and project reports shall be in English.

PG.4.2. The DAC (Department Advisory Committee)/DPGC (Department Postgraduate Committee) of the parent department will discuss and finalize the exact credits offered for the Programme, the semester-wise distribution among them, as well as the syllabi of all courses offered by the Department along with course outcomes of each course, course articulation matrix and pre-requisites, from time to time and recommend the same to the Senate through Board of Studies for consideration and approval.

PG.4.3. A student shall fulfil the following requirements for the award of the Postgraduate degree:

- (a) Credit Requirements: Minimum Earned Credit Requirements for the award of Degree is 80 with a CGPA of not less than 5.5.
- (b) A student shall also complete the specified mandatory non-credit courses satisfactorily.
- (c) The minimum duration for a student for complying with the Degree requirement is TWO (for M.Tech./M.Sc./MBA) / THREE (for MCA) academic years from the date of first registration for his/her first semester.
- (d) The maximum duration for a student for complying with the Degree requirement is FIVE academic years (including temporary discontinuation) from the date of first registration for his/her first semester.

PG.4.4. The general pattern of the credit system followed in the Institute is:

- (i) one credit for each lecture session per week per semester.
- (ii) one credit for two hours laboratory practical sessions per week per semester.
- (iii) one credit for three hours laboratory practical sessions per week per semester.
- (iv) two credit for four hours laboratory practical sessions per week per semester.
- (v) two credits for one lecture and three drawing sessions per week per semester.
- (vi) Seminar/Colloquium/Group Discussion/Term-Project: Same as for practical.
- (vii) appropriate credits for design/ seminar/ project/ thesis/ lecture clubbed sessions per week per semester.

PG.4.5. Each PG Programme offered by the Institute shall have a curriculum and syllabi of courses approved by the Senate. The syllabus of any course gets modified/ updated by the Senate from time to time on the recommendation of the respective DAC, DPGC, and BoS.

PG.5. REGISTRATION AND ENROLMENT

PG.5.1. Semester Registration

Every student is required to be present and register at the commencement of each semester on the date fixed and notified by the office of the Dean (Academic).

PG.5.2. Registration Procedure

From the second semester onwards, all students have to register on the Samarth Portal only after the clearance of all dues of the Institute except the students who have been debarred from registering for a specific period on any ground as per procedure adopted by the Institute.

PG.5.3. Tuition Fee

The tuition and other fee will be approved by the competent authority of the Institute. The students are required to pay the Tuition Fees/Other Charges at the time of registration in each semester as per the Fee Structure issued from time to time.

PG.5.4. Refund of Fee

The following refund rules will be applicable:

Candidates withdrawing from M.Tech./ M.Sc./MBA/MCA (Regular courses)	
No. of days from the start of the academic session or date of admission, whichever is later, to the date of withdrawal of admission	Amount to be Deducted
Upto 3 days	Rs. 1000/-
04 to 12 days	Rs. 3000/-
13 to 30 days	Rs. 7500/-
Above 30 days	Only Security (Institute, Library, Hostel) to be refunded

Candidates withdrawing from M.Tech./ M.Sc./MBA/MCA (Self-Financed courses)	
No. of days from the start of the academic session or date of admission, whichever is later, to the date of withdrawal of admission	Amount to be Deducted
Upto 3 days	Rs. 1000/-
4 to 15 days	Rs. 10,000/-
16 to 30 days	Rs. 16,000/-
Upto 45 days	Rs. 25,000/-
After 45 Days	Only security to be refunded.

Note: No fee will be refunded to those candidates who do not report to the Institute after the allotment of seats for admission in PG programs.

PG.5.5. Academic Session and Calendar

The academic calendar is approved by the Senate. It is divided into two semesters of about sixteen weeks each namely:

- Odd-Semester from July to December
- Even-Semester from January to June

The dates of all the important events such as orientation, registration, late registration, the commencement of classes, mid-semester break, submission of examination-related documents, submission of project reports/dissertations, schedule of examinations, submission of awards, publishing results, and vacations, etc. during the Academic Session shall be specified in the Academic Calendar of the Institute.

PG.5.6. Late Registration

The students who have registered themselves for an upcoming semester after the expiry date of the registration period as notified by the office of the Dean (Academic), then fine will be imposed for registration as under:

Registration Period	Fine to be charged
Up to one week after the last date of registration	Rs. 1000/-
Two to Five weeks after the last date of registration	Rs. 2000/-
Beyond Five weeks after the last date of registration until the end of the semester	Rs. 5000/-

Note: In case, any student is not registered till the end of the semester, he/she will be allowed to pay the semester fee (including fine) and fill out the semester registration form only after the approval of the Dean (Students Welfare).

PG.6. COMMITTEE

PG.6.1. Departmental Advisory Committee (DAC)

DAC advises the Heads of the Departments regarding policies and procedures for academic programs and other departmental affairs for the smooth functioning of the department.

PG.6.1.1. Composition of DAC:

The composition of the DAC of each Department is as under:

1. Head of the Department Convener
2. All Professors of the Department

3. Two Associate Professors and two Assistant Professors in order of seniority by rotation for two years.

The Head of the Department shall constitute the DAC and get it approved by the Director.

PG.6.1.2. Functions of DAC:

- (i) To appoint course coordinators for UG/PG courses and external examiners for M.Tech. programs.
- (ii) To advise the head of the Department regarding policies and procedures for Academic Programs and other departmental affairs for the smooth functioning of the department.
- (iii) To periodically review the UG/PG courses and recommend upgradation/modification of syllabi to BoS from time to time.

PG.6.2. Departmental Postgraduate Committee (DPGC):

PG.6.2.1. The DPGC shall be constituted by the HoD:

1. HoD as ex-officio Chairperson
2. Convener
3. Faculty members serving as Course Coordinators, Mentors, Supervisors, and/or Faculty Advisors

The Convener, DPGC and other members of the DPGC shall be proposed by the Head of the Department along with the recommendation of Departmental advisory committee for a term of two years starting from the month of July of the Academic Session.

PG.6.2.2. Responsibilities of the DPGC:

The committee shall review, discuss and recommend all matters relating to the M.Tech./MBA/MCA/M.Sc. Programmes, including but not limited to:

- (i) the Curriculum and Syllabus revision required for the programme including new elective courses for the existing programmes. If there are separate departmental committees for curriculum revision, the members of DPGC shall be automatically part of such committees.
- (ii) attending to the problems of PG students and advising them in academic matters.
- (iii) coordinating in Dissertation evaluation and grade submission to the office of Dean (Academic).
- (iv) obtaining feedback of the performance appraisal of the Course Instructors from the students in the prescribed format.
- (v) advising the students with regard to opting online courses or courses offered by other Institutions.

- (vi) providing guidance to students in choosing elective courses, and facilitating the allocation of these courses in consent with the Dean (Academic) office. The relevant departments will develop associated modalities according to the needs.
- (vii) process the application for condonation of attendance shortage and provide recommendation to HoD.
- (viii) with HoD as Chairperson, DPGC shall conduct inquiry on examination malpractice cases reported from postgraduate examinations and make recommendations to the Dean (Academic) regarding penalties to be imposed. Additional members for this purpose may be appointed by the HoD, if required. Such an inquiry committee will have an external member nominated by the Dean (Academic).
- (ix) DPGC will be vigilant for the specific issues of concern, arising due to the effect of periodic revision of curriculum and academic regulations.
- (x) DPGC will report the Dean (Academic) about the matters related to implementation of new academic policies, evaluation of credits earned from other Institutions as part of exchange Programmes, Academic Bank of Credits (ABC) and similar initiatives.
- (xi) Any other activities/tasks assigned by the Chairperson from time to time.

PG.6.3. Board of Studies (BoS)

BoS of a department recommends a new scheme, revision in the existing scheme, the inclusion of a new syllabus, and revision of existing syllabi. The BoS may also review the co-curricular/extracurricular activities related to departments.

PG.6.3.1. Composition & Functions of BoS

The composition of the Board of Studies of each Department is as under:

- (i). The Head of the Department is the Chairman of the BoS.
- (ii). All Professors of the Departments.
- (iii). Three Associate Professors and three Assistant Professors from the Department are to be nominated by the Director, NIT Kurukshetra by rotation according to seniority for a period of three years.
- (iv). Two outside experts are to be nominated by the Director, NIT Kurukshetra from the panel recommended by the Head of the Department for a period of three years.
- (v). The constitution of any Board of Studies may be changed/amended by the Director if the need so arises from time to time. However, the

number of outside experts on any Board of Studies may be increased by the Senate.

PG.6.3.2. The powers and functions of the Board of Studies of each Department will be as under:

- (i) To recommend the procedures and schemes for the Under-graduate/ Postgraduate/ Ph.D. programs and other different courses of study.
- (ii) To recommend the pattern of conducting the examination/ evaluation for the departmental academic programmes.
- (iii) To formulate Institute level policy and coordinate as well as review Under-graduate/ Postgraduate/ Ph.D. curricular/ Co-curricular/ extra-curricular activities, time-schedules, evaluation of the academic performance of students, research activities of students, academic awards, practical training, academic planning concerning new activities.
- (iv) To establish liaison with Industry and to regulate Consultancy Projects, sponsored R&D Projects, Sponsored and industry-based Short-term Courses, Patents, and technical knowledge transfer of Industry and Inter-Institutional Collaborative Links abroad.
- (v) To deal with any academic matter that may be referred to by the Senate.
- (vi) The Director of the Institute may delegate any other power & function to the Board of Studies as he/ she deems fit.

PG.6.4. Student Council Committee

To make the students participate in the student-related activities of the Institute and develop their career, personality, and organizational skills through interactive programs with the faculty, administration, and society. The Director of the institute will be the Patron of the Student's Council. Dean (Student's Welfare) will act as the Chairman of the Students' Council and its Core Committee with Associate Dean(s) (Students' Welfare) as Faculty advisor(s).

The Students' Council will further consist of:

- (i) One student from each Branch of 1st year B.Tech.
- (ii) One student from each Branch of 2nd-year B.Tech.
- (iii) One student from each Branch of 3rd-year B.Tech.
- (iv) One student from each Branch of 4th-year B.Tech.
- (v) One M.Tech. and one M.Sc. student from each Specialization.
- (vi) One MBA and one MCA student.
- (vii) Five Ph.D. Research Scholars.

- (viii) Five students nominated by the Director who represent various sections of the student community such as foreign students, girl students, technical societies, Sports, cultural, NSS, NCC, etc.
- (ix) One Professor nominated by the Director as a faculty representative in the Students' Council.

PG.6.4.1. Academic Mentor

To help the students in planning their courses of study and to render general advice regarding the academic program, the Head of the Department concerned, will assign every batch of students, a faculty member who will be called an Academic Mentor. The set of students thus assigned will continue to be under the guidance of the Mentor till they complete the program until otherwise changed.

PG.6.4.2. Advisory Committee

For every class, an advisory committee shall be constituted by the Head of the department, as given below:

- 1 Chairperson - A senior faculty member.
- 2 Members- Faculty of all the courses of study and the mentor
- 3 A minimum of six student members from both genders.

PG.7. ATTENDANCE

PG.7.1. Attendance requirement for being eligible to appear in the end-semester examinations:

- Minimum requirement of attendance for being eligible to appear in the end semester examinations shall be 75%. However, this may be relaxed upto a maximum of 10%, i.e. upto 65% by the Director.
- An extra relaxation of upto 5%, over and above the already existing relaxation of a maximum of 10%, may be granted by the Director under special circumstances, on the specific recommendations of concerned HoD, to meet the minimum attendance requirement of 75%.
- In cases of medical exigency, minimum attendance requirement can be relaxed by the Director to 50% on recommendations of HoD and Dean (Acad.). The application for attendance benefit on medical ground should be endorsed by CMO of concerned District/SMO of the Institute Health Centre.
- Those students having attendance below 65% are not allowed to appear for the end-semester examination of that/those course (s) and shall be notified as 'Detained'. All such students, depending upon their attendance shall be further categorized into two categories A & B, as follows:

Category A: (Attendance between 50% to 64.99%) A student has two options:

Option 1: To repeat the course through classroom/lab studies and obtain whatever grade he/she can obtain.

Option 2: Student is permitted to attend classes of the next semester and can appear for the mid-semester examinations of course(s) when the opportunity is available. However, such a student is restricted to a grade of 'D' only.

Category B: (Attendance below 50%) Such students have to mandatorily repeat that/those course (s).

- In special cases, if any student is detained in the current* semester in only one or two courses may be allowed to repeat the theory/lab course(s) through self-study and appear in the end semester exam of 100 marks in the upcoming# (Odd/Even) semester. Chairman, Senate is authorized to take decision in this regard.
- The list of students having attendance below 50%, calculated up to 10 days after the 1st mid-semester examination, in respect of all the subjects, shall be displayed on the department notice board. The same will be forwarded to the Dean (Academic) for further communication to the Parents/Guardian of the students.

Note:

*Current semester refers to the regular semester in which the student was initially allotted the subject and attended the classes for the first time.

#Upcoming semester refers to any subsequent semester (Odd/Even, as applicable) after the completion of the semester in which the student was initially allotted the subject for the first time.

PG.7.2. If a student could not attend any of the classes due to medical issues or any other compelling reasons, leave application as detailed below needs to be submitted to the course faculty.

- (i) Application for any leave shall be submitted within five instructional days after returning from leave or, on or before the last instructional day of the semester, whichever is earlier.
- (ii) Application for leave on medical grounds must be supported with necessary treatment records for the period of leave applied for. It is expected that the student shall inform the course faculty before proceeding on medical leave under normal circumstances.

PG.8. FULL-TIME TO PART-TIME CONVERSION OF PG PROGRAMME

To change the PG programme from full-time to part-time:

1. The M.Tech. student must have completed Semester I and II without any backlog.

2. The request will be sent by DAC with a clear recommendation of the concerned Department.
3. The maximum period of registration remains the same i.e. student shall complete his/her M.Tech. programme within 5 years from the date of admission.
4. The student will inform his/her employer regarding the continuation of his/her PG programme during the job with a copy to the Office of Dean (Academic).
5. The M.Tech. students after the change of status will not be eligible for any scholarship/stipend.
6. Once the status changes from full-time to part-time, he/she cannot revert back.
7. If a student fails to submit his/her thesis in the given timeline, he/she will pay continuation fee of Rs. 10,000/- per semester. He/she will not require to pay full semester fee.

PG.9. DISSERTATION

PG.9.1. PG students are allowed to do their project/ Dissertation work at Central / State Govt. / Laboratories / Institutions / R&D Organization/ Public & Private Industries of repute subject to the following conditions: -

1. The concerned HoD shall ensure that the external organization has adequate facilities to support the research work of the students for their Dissertation work.
2. The student will be allowed to work at an external organization after their successful completion of course work from 3rd semester onwards.
3. There will be one Supervisor/ Co-guide from the proposed Institution/ Organisation where the Dissertation work is to be done. A written consent of the Co-guide for guiding the Dissertation work at his/her organization should be submitted to the Academic Section through the Supervisor(s) and concerned HoD along with the tentative title of the Dissertation.
4. The student shall submit their monthly progress report of their dissertation work to the internal Supervisor/Guide which should be duly forwarded by the external supervisor/ Co-guide.
5. The GATE-qualified candidates may be allowed to draw scholarships subject to the following conditions:
 - The student shall submit a certificate from his Co-guide (external supervisor) to the effect that he has worked satisfactorily for his Dissertation work at the organization with details of leaves availed, if any, every month.
 - The GATE-qualified candidate, receiving scholarship from the institute/any other funding agency, shall submit a monthly Progress Report signed by the both internal and external supervisors. The IPR, if any, shall be shared among the students and the supervisors.

6. The student shall abide by all rules and regulations for the evaluation of his dissertation work as stipulated in the PG scheme/syllabi as approved by the Senate.

PG.9.2. Dissertation / Internship / Project work

1. Dissertation Supervisor(s) of PG students must be allocated within two months from the commencement of classes in the first semester.
2. The students are allowed to participate in the internship drive organized by the Training and Placement (T&P) Cell of the institute to pursue their M.Tech. dissertation work in industry. All such expressions of interest should reach the T&P cell by the 15th of December positively.
3. The organization/industry offering an internship for a period of Seven to Twelve months has to provide an external supervisor/co-guide to the interns to complete their dissertation work.
4. The organization/industry offering an internship for a period upto Six months, there will be no external supervisor/co-guide from the industry. Such students are not covered under internship evaluation as a Dissertation work.
5. The Dean (Academic) will approve all the Internship cases only on the recommendation of the Dean (R&C). Further, students can join their internship in the concerned organization/industry only after receiving the approval of the Dean (Academic).
6. The student is required to appear for presentation and viva-voce examination as and when required by the respective departments at NIT Kurukshetra.
7. Student is required to appear for viva-voce/presentation as and when required by the department.
8. All publications will be made in the names of the students and supervisor(s) during the period of internship.
9. Copyright, Trademark, and Patents during the internship will be jointly in the names of NIT Kurukshetra and the concerned organization/industry.
10. No stipend/scholarship will be provided by the institute during internship period, if it is paid.
11. Internships and Dissertation work in reputed Academic Institutions / R&D Organizations will be allowed only after the recommendation of the concerned supervisor and HoD of the respective Department.
12. At the end of the internship, the student is required to submit the final report duly signed by the concerned supervisors (external & internal) along with no dues certificate from the concerned organization/industry.

PG.9.3. Submission of Dissertation / Internship / Project work

- The student shall submit her/his dissertation/Internship/Project work report for evaluation from the next day onwards of the end of classes upto 31st July of the academic year as applicable with the supporting documents as notified by the academic section.
- The student will be considered for the award of medal for being topper in the classes with highest CGPA only in case the dissertation submitted on or before 30th June of the academic year.
- If the last date of M.Tech. Dissertation submission happens to be a weekend or a holiday, so then next working day will be considered as the last date for the purpose.
- If the part-time/full time student fails to submit his/her thesis in the given timeline, he/she will pay continuation fee of Rs. 10,000/- per semester. He/she will not require to pay full semester fee.

PG.10. EXAMINATION AND EVALUATION SYSTEM

Examination in each semester will be held according to the syllabus prescribed by the Senate. Each course will carry credits as per the scheme of courses. A student must study all the courses given in the scheme approved by the Senate. The examination will be held at the end of the semester on such dates as may be fixed by the Examination Branch/Department. In order to appear in the end-semester examination, a student must have registered for the concerned paper(s) and must have attended not less than 75% of total classes in lectures (including tutorials) and Practicals.

PG.10.1. Evaluation process for courses

Evaluation process for theory courses

S. No.	Theory Papers	Weightage	Assessment
1	Mid Semester-I Exams	15	Internal Assessment out of 50 Marks
2	Mid Semester-II Exams	15	
3	Attendance*	10	
4	Teacher's Assessment	10	
5	End Semester	50	External Assessment out of 50 Marks
	Total	100	

Evaluation process for Lab courses

S. No.	Practical	Weightage	Assessment
1	Viva-voce-I & II	15+15=30	Internal Assessment out of 60 Marks
2	Practical File & Class Work	20	
3	Attendance*	10	
4	End Semester	40	External Assessment out of 40 Marks
	Total	100	

*The maximum attendance for the calculation of attendance component of sessional marks shall be 90% of total classes held.

Evaluation process for Integrated (Theory + Lab) courses

S. No.	Total Credits of Course	Theory Hours	Practical Hours	Theory Multiply Factor	Practical Multiply Factor
1	2	1	2	$1/2 = 0.50$	$1/2 = 0.50$
2	2	1	3	$1/2 = 0.50$	$1/2 = 0.50$
3	3	2	2	$2/3 = 0.66$	$1/3 = 0.33$
4	3	2	3	$2/3 = 0.66$	$1/3 = 0.33$
5	4	3	2	$3/4 = 0.75$	$1/4 = 0.25$
6	4	2	4	$2/4 = 0.50$	$2/4 = 0.50$
	x	p	q	p/x	q/x

PG.10.2. Mid-Term Examination for Internal Component of Course

1. The sessional evaluation is to be made based on only two mid-term tests in the theory subjects. However, there shall be a provision of a make-up test only for the students who miss one of the tests due to some valid reason preferably with the prior permission of the HoD. If due to some compelling reasons, the student is unable to obtain the prior approval of the HoD for missing a test, he/she may apply for 'post-facto' approval to the HoD.
2. The reappear mid-semester examinations for even and odd semesters will be held every semester at the Department level. The Academic Section will notify the schedule for submission of examination forms from the students having re-appear in the internal component of the course.
3. There is no examination fee for mid-term examinations from re-appear students.

4. A cut list for the mid-semester examination will be prepared and notified by the Academic Section.

PG.10.3. End Semester Examination for External Component of Course

1. The end-semester examinations for the theory component of the course for regular students will be conducted after the closing of teaching in the semester.
2. The end-semester examinations for practical components will be conducted at the Department level and the same will be conducted before the start of theory examinations.
3. The schedule of practical/project/seminar will be prepared and notified by the Departments.
4. The schedule of the theory examination will be prepared and notified by the Examination Cell.
5. The cut list of regular students will be sent to the examination cell by the Academic Section before the last day of teaching. The cut list also includes program elective courses, open elective courses along-with compulsory courses.
6. The reappear students are required to submit examination forms for reappear courses of even and odd semesters as per the schedule notified by the Academic Section.
7. The Academic Section will notify the schedule for submission of examination forms for students having reappear. The students will be required to pay the exam fee as approved by the Senate from time to time.

PG.10.4. Special Re-appear Examination

1. The students of PG programmes (M.Tech./M.Sc./MBA/MCA) will be allowed to appear in a special re-appear exam, which will be conducted after the publication of the result of the final year (even semester). The subject of re-appear may be from any semester of the respective programme. The special examinations will be conducted by the departments concerned.
2. Further, the students of M.Tech. and MCA will also be allowed to appear in the special re-appear exam after publication of the result of the pre-final year (even semester) due to the provision of internship in the final year.
3. Only those students will be allowed for special examinations who are having not more than five reappears in total.

PG.10.5. Evaluation process for Dissertation / Internship / Project work

1. The Dissertation Part-I

End-semester evaluation shall be conducted by a committee* based on the submitted progress report, seminar, and viva-voce examination, with a total of 100 marks. The evaluation must be completed (and passed) by the end of the third semester.

*Committee comprising the following members: -

- HoD of his/her nominee
- Dissertation Supervisor (and Co-supervisor)
- One faculty member (as an expert preferably from the same specialization).

2. The Dissertation Part-II

After the submission of the Dissertation / Internship / Project report, the final examination is to be conducted in the respective Departments.

The Dissertation / Internship / Project report Part-II shall be evaluated through presentation cum viva-voce examination by a committee comprising of the following

- HoD or his/her nominee.
- Dissertation Supervisor (and/or Co-supervisor).
- One external expert (suggested by the concerned supervisors and approved by the HoD).

The evaluation will be as per the following criterion:

- a) Final evaluation components (Maximum 70 marks)
 - Content of Report (Maximum 40 marks)
 - Presentation (Maximum 20 marks)
 - Answer to Examiner's queries (Maximum 10 marks)
- b) Marks for papers presented in Conferences organized at IITs / NITs / IIITs / IISc / IISERs / Conferences sponsored by reputed professional societies (7 marks per paper).

OR

Outstanding work done during internship duly certified by industrial supervisor.

(Maximum 14 marks for entire B component)

- c) Marks for paper in non-paid papers in peer-reviewed journals in Scopus / SCI / SCIE (30 marks per paper)

OR

Patent accepted (30 marks per Patent)

OR

M.Tech Best Project Award given by recognized agency (30 marks per award)

(Maximum 30 marks for entire C component)

Final Evaluation:

The final grade of the fourth semester will be evaluated based on the grand total of marks $(a+b+c) / 100$ as per the Institute norms.

Note: In case, the total marks $(a+b+c)$ exceeds 100 it will be counted as 100.

Note: The viva-voce exam can be conducted in the offline/online mode in both parts of the dissertation in 3rd and 4th semesters, however, the exam may be conducted in online mode for the students on internship and in special cases.

PG.10.6. Fees and charges for drop/repeat/detained cases

The Tuition fee will be charged to the students repeating semester courses due to detention and other reasons as per the below formula:

$$Fee = \frac{\text{Tuition fee}}{\text{Total no. of Courses in a semester}} \times \text{No. of repeating Courses}$$

Tuition Fee	The tuition fee applicable to his batch in the respective semester
No. of Courses	Total no. of courses in the respective semester including all theory/practical/project etc. courses
Repeat Courses	Nos. of courses in which the student is detained and repeats the same courses to get normal grades.

Note:

1. A nominal continuation fee of Rs. 5000/- per semester may be charged to the students for the gap period in which the students have not actually attended the Institute and used the resources. In addition, the penalty of Rs. 5000/- per semester will also be charged to the students in case the gap is without prior permission.
2. In addition to above-mentioned tuition fee and nominal continuation fee and/or penalty, the student has to pay other institute charges as applicable to the current studying batch.
3. A student will be allowed to be a Day scholar only if approved by the Dean (Students Welfare) on the recommendation of the Chief Warden (Boys/Girls Hostels).

In addition to these fees, the student must pay hostel room rent as per availability and allotment to him/her and other miscellaneous expenses during his/her study that semester.

PG.11. RESULTS

PG.11.1. At the end of the Semester the students will be awarded a Letter Grade in each of the courses taken during the semester depending on the total performance (which may consist of mid-semester examinations, quizzes-announced and unannounced, laboratory exercises, tutorial work, seminars, home assignment, etc.) as well as in the End Semester Examination.

PG.11.2. Letter Grades will be awarded to the students as indicated below. Each Letter Grade indicates the level of performance in a course and has a grade point for purposes of computing the Cumulative Grade Point Average (CGPA) as given below.

Further, since each letter grade awarded to the student indicates the level of performance in that course, it has an assigned Grade Point for the purpose of computing the Cumulative Grade Point Average (CGPA) as given below.

All Courses (except Audit Courses)

Marks obtained & Grade	Performance	Grade Point
$85 \leq A+ \leq 100$	Excellent	10
$75 \leq A < 85$	Very Good	09
$65 \leq B < 75$	Good	08
$50 \leq C < 65$	Average	6.5
$40 \leq D < 50$	Pass	4.5
$0 \leq F < 40$	Re-appear	00

Audit Courses

Marks obtained & Grade	Performance	Grade Point
$40 \leq A+ \leq 100$	Satisfactory	10
$0 \leq F < 40$	Re-appear	00

A student who earns an F Grade in a course shall have to re-appear in that course in the subsequent examination (s).

The CGPA is the weighted average of all the grades and is computed as follows:

$$CGPA = \sum C_i G_i / \sum C_i$$

The C_i denotes credits assigned to the i^{th} course and G_i indicates the Grade Point equivalent to the Letter Grade obtained by the student in the i^{th} course.

Note: The Percentage of marks obtained by a student be calculated as = CGPA multiplied by 9.00.

The candidates will be required to obtain a minimum 'D' grade and earn the assigned credits.

PG.11.3. The Course Coordinator of the course will compile all the marks and will award the Grades. He/she will submit a copy of the award list to the Examination cell for the preparation of the semester result.

PG.11.4. Once Grades are submitted, any correction thereafter will only be made with the approval of the Director on the recommendation of the Dean Academic.

PG.11.5. For the theory component of a course, the Course Coordinator (assisted by the team of teachers) will award the marks through continuous evaluation of the students during the semester as well as in the End Semester Examination.

PG.11.6. For the practical (Laboratory/design/drawing/survey camp/workshop and/ or vocational training/ project) course and the practical component of a course, the marks will be awarded by the Course Coordinator (assisted by the team of teachers) through continuous evaluation of the students during the Semester.

PG.11.7. The Project Semester evaluation will be done by the Project Evaluation Committee as per the guidelines issued by the Institute from time to time.

PG.11.8. Grading Online Courses

The grades equivalence of the marks obtained (as stated in the marks sheet of the student) by a student in a course work through online courses / MOOCs / courses offered by other Institutions under MoU shall be adopted as given below.

Equivalent Grade	% Marks obtained (as per the marks sheet of the student) by a student in a course work, through MOOCs	Performance	Grade Point
A+	≥85	Excellent	10
A	84 - 75	Very Good	09
B	74 - 65	Good	08
C	64 - 50	Average	6.5
D	49 - 40	Pass	4.5
F	< 40	Re-appear	00

On recommendations of DPGC, the department shall decide on other matters pertaining to credits, duration, normalization of marks etc. of the online courses.

PG.12. RE-EVALUATION

PG.12.1. The students may be allowed to apply for re-evaluation of answer books of end semester examinations within 20 days of the declaration of the results by the examination cell in the concerned department.

PG.12.2. A nominal fee of Rs. 1000/- per subject may be charged for the purpose of re-evaluation. The student will pay the necessary fee in Institute account and submit the request for re-evaluation in the concerned department.

PG.12.3. The HoD will constitute a committee of two subject experts for the re-evaluation of answer books.

PG.12.4. In case of change of status after revaluation (fail to pass or change of grade), the revised result will be sent to the office of Dean (Acad.) by the concerned department. for the approval of the Competent Authority. In case, after re-evaluation the status changes from pass to fail, the student will be considered pass with the lowest passing grade.

PG.12.5. The revised results must reach the office of Dean (Acad.) within a fortnight of declaration of the result.

PG.13. MERCY CHANCE

Only one such chance is given to PG students to appear for Odd as well as Even Semester re-appears after a gap of one year from the completion of a maximum duration of PG degree i.e. 5 Years from the date of admission, subject to the following conditions: -

1. The students should not have more than 5 re-appears in a semester and not more than 10 re-appears in total.
2. The Internal and External reappear examinations for odd and even semesters can also be conducted simultaneously as per the requirements.
3. Internal and External reappear will be considered as separate reappears wherever applicable.

PG.14. ABSENCE/DROPPING THE PROGRAM

1. A student may be permitted to drop/be absent due to illness with due approval of the Dean (Academic) subject to the period of absence/drop not exceeding one semester.
2. If the period of unauthorized absence exceeds one semester, the student's name will be struck off from the rolls of the Institute.
3. If the period of absence/drop is more than one semester, then the case will be referred to the Director by the Dean (Academic) with recommendations.
4. A student may be allowed to complete his/her postgraduate degree within five years of admission including a gap period.
5. The student may be allowed to drop/be absent from the job for a maximum of three years subject to completion of degree within five years.
6. A nominal fee of Rs. 5000/- per semester will be charged to the students for the gap period in which the students have not actually attended the Institute but have used the institute resources. In case, a student is absent from the Institute without prior permission, he/she may be permitted to join back with the permission of the Director on payment of a penalty of Rs. 5000/- per semester in addition to the prescribed fee for the period of absence.
7. The gap of one/two semesters missed by the student(s), as the case may be, will be counted towards the total duration of the Programme permissible under the Regulations.
8. If a student is absent or fails (re-appears) in Dissertation (Part-I) due to unsatisfactory

performance during the third semester, he/she shall be required to repeat Dissertation (Part-I) in the subsequent (odd/even) semester. Further, the student shall be permitted to register for Dissertation (Part-II) in the next semester only after successfully completing (passing) Dissertation (Part-I) in the preceding semester.

PG.15. AWARD OF DEGREE

The student is required to obtain a minimum CGPA of 5.5 out of 10.000 for the award of the Degree.

A student is deemed to have completed the requirements for Graduation and is eligible for the award of a degree if:

- (a) He/She has satisfied all the academic requirements as per the regulations.
- (b) He/She has paid all fees due from him/her.
- (c) there is no case of indiscipline against him/her.

A student who completes all the above requirements is recommended by the Senate to the Board of Governors for the award of the appropriate degree in the ensuing convocation. The degree can be awarded only after the Board of Governors accords its approval.

PG.16. ISSUANCE OF DUPLICATE CERTIFICATE

Certificates such as Degree Certificate, Consolidated Grade Certificate (CGC), Leaving/Migration Certificates, Transcript, and Character Certificate are issued only once to the students. These certificates in duplicate may be issued only for genuine cases if the original certificate(s) is/are really lost/stolen/damaged.

Minimum 2-3 weeks after receipt of application along with the requisite fees and supporting documents. In case of mismatch/incomplete documents, the issue of duplicate certificate(s) will be further delayed.

Sr. No.	Document	Re-issuing Fee
1.	Character	Rs. 100/-
2.	Migration	Rs. 500/-
3.	Degree Certificate	Rs. 2000/-
4.	Detailed Mark sheets (DMCs)/Consolidated Grade Certificate (CGC)	Rs. 500/- per DMC/CGC
5.	Transcript	Rs. 100/- per page for 1 st set & for subsequent sets @ 50/- per page

There will be no charges for re-issuing the Degree certificate/Detailed mark sheets/any other document if there is a printing mistake on the part of the Institute in the Original Document.

PG.17. CONDUCT AND DISCIPLINE

- Each student shall conduct himself/herself in a manner befitting his/her association with an Institute of National Importance. He/she is expected not to indulge in any activity, which is likely to bring down the prestige of the Institute. He/she should also show due respect and courtesy to the teachers, administrators, officers, and employees of the Institute, and good neighbourly behaviour to fellow students. Due attention and courtesy are to be paid to visitors to the Institute and residents of the Campus.
- Ragging in any form is strictly prohibited and considered a serious criminal offense and a violation of the code of conduct. Involvement of a student in ragging may lead to his/ her expulsion from the Institute.
- The students are required to strictly follow a formal dress code within academic premises. Any violation of the code of conduct will lead to strict disciplinary action against the student(s).
- Any Public Display of Affection and engaging in private activities in academic areas, rest rooms, and poorly lit areas as well as anywhere on and around the NIT Kurukshetra campus, can make others feel uncomfortable and distract from the educational environment. Institute strongly discourages such type of activities. This will also be considered as a matter of indiscipline.

Disciplinary Action and Related Matters

a) Indiscipline

The DRC/ SRC (Chairman) of the respective Department shall have to inform to Dean (Students Welfare) regarding any Indiscipline with clear recommendations.

b) Stay at Hostel

The Dean (Students Welfare), Chief Warden, and Warden of a Hostel have the power to take a suitable measure against a student who violates either the Code of Conduct or rules and regulations pertaining to the concerned Hostel.

PG.18. SCHOLARSHIP/STIPEND

The award of scholarships to full-time stipendiary students and other benefits will be given in accordance with the rules framed by the Government of India.

PG.19. LEAVE RULES

The M.Tech. students can avail the leaves in an academic year (1st July to 30th June) as given below:

- Casual Leaves 08

➤ Restricted Holidays 02

➤ Medical Leaves 10

These leaves will be non-cumulative and exhausted at the end of every academic year. The medical leave will be admissible only on the recommendations of the Sr. Medical Officer (SMO) of the Institute. The students will submit medical certificates duly certified by SMO for medical leave in the concerned department. HoD will approve the leave.

No summer/winter vacations are admissible for the M.Tech. (stipendiary) students.

PG.20. STIPEND CONTINUATION RULES

- The student shall obtain a 6.5 CGPA on a 10-point scale or 60 % marks in the current semester for the continuation of M.Tech. GATE scholarship in subsequent semesters. A relaxation of 0.5 CGPA or 5 % marks will be admissible to the students belonging to the SC/ST/PwD category.
- The GATE scholarship to the M.Tech. students will be restored from the start of the semester in which the student becomes eligible for a scholarship instead of restoring the scholarship from the date of declaration of the result of the student i.e. 1st of January or 1st of July, as the case may be.
- As an example, if the GATE scholarship of a student is stopped in 2nd semester due to re-appear or lesser CGPA in 1st semester (as per CCMT scholarship rules) and the student clears the eligibility conditions in 2nd semester, the result of which is declared in the middle of 3rd semester, then the GATE scholarship of the student will be restored from the beginning of 3rd semester (i.e. 1st of July).
- Similarly, if the GATE scholarship of a student is stopped in 3rd semester due to re-appear or lesser CGPA in 2nd semester, and the student clears the eligibility conditions in 3rd semester, the result of which is declared in the middle of 4th semester, then the GATE scholarship of the student will be restored from the beginning of 4th semester (i.e. 1st of January).
- Further, if GATE scholarship of a student is stopped in 4th semester due to re-appear or lesser CGPA in 3rd semester (as per CCMT scholarship rules) and the student clears the eligibility conditions in the 4th semester, the result of which is declared in the middle of 5th semester, then the GATE scholarship of the student will never be restored.
- No scholarship will be provided by the Institute for the period of the Internship. However, the scholarship will be restored from the date of re-joining the Institute after completion of the internship till the date of submission of the dissertation or 30th June, whichever is earlier.

PG.21. ELIGIBILITY FOR THE AWARD OF PG DEGREE

A student becomes eligible for the award of the PG Degree when

- (i) credited all the core courses in the relevant PG curriculum within the stipulated time,
- (ii) acquired the category-wise minimum credits and activity points in the relevant PG curriculum,
- (iii) no dues to any departments/ sections of the Institute including hostels, and
- (iv) no disciplinary action is pending.

The award of the degree shall be recommended by the Senate and approved by the Board of Governors of the Institute.

PG.22. UNFAIR MEANS CASES (UMCs)

PG.22.1. The students are advised to carefully go through the salient instructions for the conduct by a student in the Examination which are printed on the cover page of the answer book.

PG.22.2. Before the start of Examination each day, the Invigilator(s) shall call upon all the candidates to deliver to him/her all papers, books, notes or any other material / mobile, Bluetooth, smartwatch etc. which they may have in their possession. The candidates shall also be warned that if any of them fails to do so or adopts any other Unfair Means, he/she shall be liable to penalty.

PG.22.3. What constitutes a UMC Case?

A student necessarily need not be actively involved in cheating to be viewed as a case of UMC. Willful or even unintentional mistake of noncompliance of instructions/guidelines for the examination may also be charged as UMC. The acid test for the same is possession of material or indulgence in an act which may provide unlawful gains.

PG.22.4. Actions by the Invigilator on Detecting Unfair Means Case: The invigilator will report the matter to the Centre Superintendent. The Invigilator/Center Superintendent will proceed as per the guidelines given below.

- (a) As soon as a student is suspected by the invigilator or any other authorized person of having resorted to unfair means he/she shall immediately take possession of the answer book along with the relevant material found with the student. The papers, notes, books, electronic devices etc. found in possession of the student shall be duly signed by the student and the invigilator, sealed and attached with the seized answer-book in presence of the student. In case the student is found to have written something on the body part, a photo of same may be taken on the web cam available etc., if possible. In case student indulges in UMC other than possession of unauthorized material like talking to fellow student, attempting to copy from fellow student, allowing fellow student to copy, discussing answer with fellow

student outside the hall etc., the nature of offence must be duly recorded by the invigilator.

- (b) The Invigilator/Center superintendent will get the prescribed form (attached) for unfair means filled and signed by the student and give his / her comments on the same, in prescribed place.
- (c) After completing all the above formalities, a fresh answer-book shall be given (wherever applicable) to the student for completing the Examination.
- (d) If the student does not hand over the relevant material and / or refuses to fill up and sign the prescribed form, the same shall be recorded on the prescribed form. In this case, co-Invigilator (if any) may sign as a witness to the event.
- (e) No extra time will be given for completing the Examination as a result of this procedure.
- (f) After Examination is over, these answer-books duly marked as Copy-I (confiscated copy) and Copy-II (freshly issued copy) along with the material found in possession and the prescribed form duly filled and signed by the Invigilator and counter-signed by the Centre Superintendent shall be delivered separately to the Faculty-In-Charge (Examination).

PG.22.5. Categories of Offences and Punishments:

Following actions may be taken for different categories of offences listed below:

Category-1

Offence: Talking to another candidate or to any person other than the members of the supervising staff in or outside the Examination Hall during the Examination hours.

Action: The answers to the running question will be crossed/cancelled on the spot by the invigilator on duty with red pen by putting his / her signature, name & Department. The matter shall be reported to the Centre Superintendent.

Category-2

Offence: If during the Examination (Theory/Practical) a student

- a) Refuses to obey the orders of the Invigilator / Centre Superintendent or argues unnecessarily.
- b) Changes the seat without permission of the Centre Superintendent / Invigilator or occupies the seat not allotted to him / her.
- c) Writes solutions either on the question paper or anywhere else except the Answer Book.
- d) Repeats offence of Category 1.

Action: The first answer book to be withdrawn and cancelled. The student shall be provided with a second answer book which will only be evaluated.

Category-3

Offence: If during the Examination (Theory/Practical) a student

- a) Being in possession in the Examination Hall, of papers, books, notes or writing on any part of the candidate's clothes or any writing on his/ her body or table or desk or instruments like programmable calculators, electronic gadgets, mobiles, Bluetooth, iPod etc. or any other material intended to be of possible help to the candidate in the examination. But, it is established that he/she has not used the material or the material is irrelevant.
- a) In case of Practical examinations presenting to the examiner a practical or class work note book not prepared by himself / herself.
- b) Making an appeal to the examiner in the answer book

Action: The performance of the candidate in the said Theory/Practical Examination of the concerned paper to be cancelled.

Category-4

Offence: If during the Examination (Theory/Practical) a student

- a) During the Theory / Practical Examination a student is found to be copying from any means enlisted in Category 3(a).
- b) Receiving help or attempting to receive help for answering the question paper from any source in any manner, inside or outside the Examination Hall.
- c) Attempting to copy from another candidate or assisting another candidate to copy from the objectionable material in his/her possession or from his/her answer book.

Action: The performance of the candidate in the said Theory/Practical Examination of the concerned paper to be cancelled. Disqualification for at least one semester (forthcoming) in the concerned paper

Category-5

Offence: If during the Examination (Theory/Practical) a student

- a) Leaving the examination hall without delivering to the invigilator concerned the answer book or any part thereof or taking away the same

or tearing it or otherwise disposing it of or tearing the answer-book of other candidate.

- b) Swallowing or attempting to swallow a note or paper or running away with it or causing its disappearance or destroying it in any manner.
- c) Smuggling an answer book of a continuation sheet or any part thereof in or outside the place of examination.
- d) Knowingly writing another student's Roll Number on one's answer book.
- e) Coming to the examination hall under the influence of alcoholic drink or drugs.
- f) Communicating or attempting to communicate, directly or through person, with an examiner with the object of influencing him / her in the award of marks.

Action: The performance of the candidate in the said Theory/Practical Examination of the concerned paper to be cancelled. Disqualification for at least two semesters (forthcoming) in the concerned paper.

Category-6

Offence: If during the Examination (Theory/Practical) a student

- a) Misbehaving with the Centre Superintendent/invigilator or any other member of the Supervisory staff or any member of the inspection team or the flying squad, before, during or after the examination or creating disturbance in the examination hall or in its vicinity or organizing a walk out; or instigating others to walk out; or misconducting oneself in any manner in or outside the examination hall or disturbing or disrupting the examination in any manner whatsoever; or carrying into the examination hall fire-arms or any other weapon.
- b) Using abusive or obscene language in the answer book.
- c) Repeating of offences of Category 5.

Action: All the ongoing Theory/Practical Examinations for the Semester to be cancelled. Disqualification for at least 2 semesters (forthcoming) for all Theory & Practical Examinations

Category-7

Offence: If during the Examination (Theory/Practical) a student getting oneself impersonated by any student of the Institute or someone in the examination or impersonating another candidate.

Action: All the Theory / Practical Examinations for the ongoing Semester for both the candidates to be cancelled. Disqualification for at least four semesters (forthcoming) for all Theory & Practical Examinations. FIR to be lodged against the concerned students.

Category-8

Offence: Anything not covered in the above guidelines.

Action: To be decided by the Director upon the recommendations of the UMC Committee.

Note: The Unfair Means Committee may reduce/ increase the mentioned punishment depending upon the severity of the offence after thoroughly examining the case.

PG.22.6. The candidate can appeal against the decision of the Unfair Means Committee to the Director of the Institute within 15 days of the receipt of the copy of the decision, whose decision will be final.

PG.22.7. The above UMC Rules will be applicable to all the Theory/ Practical Examinations (Mid-Semester, End-Semester, and Reappear).

PG.22.8. Convening of Committee on Unfair Means

With HoD as Chairperson, DUGC shall conduct inquiry on examination malpractice cases reported from undergraduate examinations and make recommendations to the Dean (Academic) regarding penalties to be imposed. Additional members for this purpose may be appointed by the HoD, if required.

Such an inquiry committee will have an external member nominated by the Dean (Academic).

The committee shall thoroughly examine the UMC cases on the basis of the material/documents placed and give hearing to the student and the concerned invigilator. It shall submit its recommendations after laying down clearly the nature of the offence to the Dean (Academic) for consideration and further necessary action.

PG.23. AMENDMENTS/RELAXATIONS

The procedures and requirements set out in the ordinances and regulations may be amended/relaxed in special circumstances by the Chairperson, Senate on the recommendation of a committee framed time to time. All such exceptions are, however, reported to the Senate.

PG.24. APPENDIX

General Guidelines for submission of M.Tech./M.Sc./MCA/MBA Dissertation/ Internship/ Project Work Report, and conduct of viva-voce examination:

1. Students may submit their Thesis in the concerned Department immediately after the closing of the classes in the Even Semester. The last date of Thesis submission will be 31st July of the applicable Academic Year. However, if the last date of Thesis submission happens to be a weekend or a holiday, the next working day will be considered as the last date for the Thesis submission.
2. The GATE scholarship will be paid to the M.Tech. Students up to 30th June of an applicable Academic Year OR the date of submission of the Thesis, whichever is earlier.
3. Students who submit their Thesis after 30th June of the applicable academic year will not be considered for the award of Medals, Certificates, etc.
4. If the student fails to submit his/her Thesis till the last date of submission (i.e., 31st July), he/she is required to pay continuation fee of Rs. 10,000/- per semester for the submission of the Thesis.
5. All Dues must be cleared from the Department/Hostel and other sections of the Institute (Accounts, Library, etc.) before submission of the Thesis.
6. The Thesis submission in the department must be along with all the supporting documents mentioned in the proforma attached (Annexure-A). The department office will keep the entire record of Annexure-A with itself.
7. The student who submits the thesis along with Annexure-A may request for Thesis Submission Certificate from the concerned Head of the Department (Annexure-B).
8. The details of the submitted Theses will be maintained by the office of the concerned Department in the proforma attached (Annexure-C). The signed copy of the completed Annexure-C alongwith students' No Dues Certificates must reach the Office of the Dean (Academic) by 10th August of the applicable Academic Year. The softcopy (word file) of the completed Annexure-C must be sent through e-mail (academic@nitkkr.ac.in).
9. The list of External Examiners will be Recommended/Consented by the DAC of the concerned Department and finally approved by the Head of the Department (DAC Chairperson).
10. Consent of the allotted External Examiner to conduct the Viva-Voce Examination of the student(s) shall be obtained by the Thesis Supervisor by sending the soft copy of the Thesis to the Examiner. The same should also be communicated to the Convenor of DPGC and the Head of the Department.
11. The Thesis Supervisor will initiate the process of Viva-Voce Examination on a convenient date with the consent of the External Examiner and Candidate.
12. The Head of the Department shall notify the Date of Viva-Voce Examination to all concerned accordingly and nominate a faculty member as an Internal Examiner (HoD nominee).

13. The Evaluation Report shall be prepared by the concerned Department and to be sent to the Examination Cell within seven working days after conduct of the Viva-Voce Examination as per the attached format (Annexure-D).
14. The M.Tech./M.Sc.Thesis Evaluation Honorarium with an amount of Rs. 2500/- per student will be paid to the External Examiner for conducting the Viva-Voce Examination along with the TA/DA as per the norms of the Institute (Annexure-E).
15. The MBA/MCA Thesis Evaluation Honorarium with an amount of Rs. 6000/- per students group will be paid to the External Examiner for conducting the Viva-Voce Examination along with the TA/DA as per the norms of the Institute (Annexure-F).

**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA-136119**

NO DUES CERTIFICATE

Name of the Student _____, Roll No. _____

Semester _____, Branch/Specialization _____

Dated: _____

Signature of Student _____

Nothing Due is pending against the above mentioned student

1. HOD/Co-ordinator _____
2. Workshop Superintendent _____
3. Prof. I/c (Clubs) _____
4. Prof. I/c (NCC) _____
5. Warden, Hostel No. () _____
6. Prof. I/c (Sports) _____
7. Prof. I/c (CCN) _____
8. Faculty I/c (T&P) Cell _____
9. Librarian _____
10. Assistant/Deputy Registrar (Accounts) _____

The student is requested to submit the “No dues Certificate” in the office of the Dean (Academic) by speed post, in-person or through email on academic@nitkkr.ac.in email id. The student must keep one photocopy of the same with him/her for future reference.



**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA
KURUKSHETRA-136119**

No.

Dated:

**Proforma for Submission of M.Tech. Thesis
(Dissertation / Internship / Project Work report)**

(Particulars to be filled in by the candidate in block letters and to be verified by the Supervisor)

**Passport
Photo
Attested by
HoD**

1. Name of the Department :
2. Name of the Candidate (English) :
(Hindi) :
3. Father's Name (English) :
(Hindi) :
4. Roll Number :
5. Specialization :
6. Date of Admission/Registration :
7. Last date for submission of Dissertation :
(Extension if any, with original letter) :
8. Title of the Dissertation (English) :
.....
(Hindi) :
.....
9. Name and Designation of Supervisor(s) :
.....
10. Results of all the semesters Exams already passed:

Examination	CGPA/SGPA	Session (June/December, AY)	Remark
1 st Semester			
2 nd Semester			
3 rd Semester			

Annexure-A(i)

11. I (Name)..... Roll No.
student of M.Tech. in the Department of
....., with the specialization
..... have passed all my previous semester Examinations
of M.Tech.

12. The requisite fee of Rs. 5000/- (for M.Tech.) for Dissertation/Internship/Project Work has been deposited vide Receipt No..... date
(Receipt enclosed).

13. I solemnly declare that all the particulars that have been filled in by me are correct. In case of any discrepancy found therein subsequently at any stage, I shall be responsible for the consequences thereof.

Date.....

Signature of the Candidate

14. Certified that the candidate has worked on the Dissertation / Internship / Project Work report and further certified that the Dissertation work is complete for submission.

- All particulars and attachments are checked and found correct.
 - (a) Copies of all previous Semester DMCs
 - (b) Undertaking form
 - (c) No Dues Certificate
 - (d) Receipt of dissertation submission fees, if applicable.
 - (e) Soft copy of the M.Tech. dissertation in PDF form
- Date of submission of Dissertation / Internship / Project Work report in Department (dd/mm/yyyy):
...../...../.....

**Signature of Internal Supervisor
(with date)**

15. The names of the Examiners were approved by the DAC in its meeting held on
vide letter no. dated

**Head of the Department
(with date)**



**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA
KURUKSHETRA-136119**

No.

Dated:

**Proforma for Submission of M.Sc. Thesis
(Dissertation / Internship / Project Work report)**

(Particulars to be filled in by the candidate in block letters and to be verified by the Supervisor)

Passport
Photo
Attested by
HoD

1. Name of the Department :
2. Name of the Candidate (English) :
(Hindi) :
3. Father's Name (English) :
(Hindi) :
4. Roll Number :
5. Specialization :
6. Date of Admission/Registration :
7. Last date for submission of Dissertation :
(Extension if any, with original letter) :
8. Title of the Dissertation (English) :
.....
(Hindi) :
.....
9. Name and Designation of Supervisor(s) :
.....
10. Results of all the semesters Exams already passed:

Examination	CGPA/SGPA	Session (June/December, AY)	Remark
1st Semester			
2nd Semester			
3rd Semester			

11. I (Name)..... Roll No.
student of M.Sc. in the Department of
....., with the specialization
..... have passed all my previous semester Examinations
of M.Sc.

12. I solemnly declare that all the particulars that have been filled in by me are correct. In case of any
discrepancy found therein subsequently at any stage, I shall be responsible for the consequences thereof.

Date.....

Signature of the Candidate

13. Certified that the candidate has worked on the Dissertation / Internship / Project Work report and further
certified that the Dissertation work is complete for submission.

- All particulars and attachments are checked and found correct.
 - (a) Copies of all previous Semester DMCs
 - (b) Undertaking form
 - (c) No Dues Certificate
 - (d) Receipt of dissertation submission fees, if applicable.
 - (e) Soft copy of the M. Sc. dissertation in PDF form
- Date of submission of Dissertation / Internship / Project Work report in Department (dd/mm/yyyy):
...../...../.....

**Signature of Internal Supervisor
(with date)**

14. The names of the Examiners were approved by the DAC in its meeting held on
vide letter no. dated

**Head of the Department
(with date)**



**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA
KURUKSHETRA-136119**

No.

Dated:

**Proforma for Submission of MBA/MCA Thesis
(Dissertation / Internship / Project Work report)**

(Particulars to be filled in by the candidate in block letters and to be verified by the
Supervisor)

**Passport
Photo
Attested by
HoD**

15. Name of the Department :

16. Name of the Candidate (English) :
(Hindi) :

17. Father's Name (English) :
(Hindi) :

18. Roll Number :

19. Specialization :

20. Date of Admission/Registration :

21. Last date for submission of Dissertation :
(Extension if any, with original letter) :

22. Title of the Dissertation (English) :
.....
(Hindi) :
.....

23. Name and Designation of Supervisor(s) :
.....

24. Results of all the semesters Exams already passed:

Examination	CGPA/SGPA	Session (June/December, AY)	Remark
1st Semester			
2nd Semester			
3rd Semester			
4th Semester (for MCA only)			
5th Semester (for MCA only)			

Annexure-A(ii)

25. I (Name)..... Roll No.
student of MCA/MBA in the Department of
....., with the specialization
..... have passed all my previous semester Examinations
of MCA/MBA.

26. I solemnly declare that all the particulars that have been filled in by me are correct. In case of any
discrepancy found therein subsequently at any stage, I shall be responsible for the consequences thereof.

Date.....

Signature of the Candidate

27. Certified that the candidate has worked on the Dissertation / Internship / Project Work report and further
certified that the Dissertation work is complete for submission.

- All particulars and attachments are checked and found correct.
 - (a) Copies of all previous Semester DMCs
 - (b) Undertaking form
 - (c) No Dues Certificate
 - (d) Receipt of dissertation submission fees, if applicable.
 - (e) Soft copy of the MCA/MBA dissertation in PDF form
- Date of submission of Dissertation / Internship / Project Work report in Department (dd/mm/yyyy):
...../...../.....

**Signature of Internal Supervisor
(with date)**

28. The names of the Examiners were approved by the DAC in its meeting held on
vide letter no. dated

**Head of the Department
(with date)**

UNDERTAKING

I, Roll No..... a
M.Tech./M.Sc./MCA/MBA student in the discipline/specialization of
..... have deposited the fee for all the semester and also
furnished all the equipment before submission of M.Tech./M.Sc./MCA/MBA Dissertation / Internship /
Project Work report.

Dated:

Signature of student

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
DEPARTMENT OF

No.

Dated

TO WHOM SO EVER CONCERN

This is to certified that Mr./Ms., Roll No.
..... student of M.Tech./M.Sc./MCA/MBA, Department of
.....

at National Institute of Technology Kurukshetra has submitted his/her thesis/dissertation titled
".....

....." as partial requirement for the award of degree of
..... on His/Her

thesis/dissertation evaluation and viva-voce exam is pending.

Head of the Department
with Date and Seal

Annexure-C

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
DEPARTMENT OF

No.**Dated**

Subject: - Details of the students who have submitted their M.Tech./M.Sc./MCA/MBA
 Dissertation/Internship/Project Work report in the AY in Department of

Sr. No.	Name	Roll No.	Specialization	No Dues attached (Mandatory)	Date of Submission of Dissertation	Remark, if any
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Dealing Office Staff

Head of the Department

Dean (Academic)

Annexure-D(i)

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA
DEPARTMENT OF _____

M.Tech. DISSERTATION EVALUATION REPORT

The viva-voce examination of Mr. / Ms.
 Roll No. M.Tech. Specialization
 is conducted on (date) on the Dissertation Title “.....”

submitted by the student in partial fulfilment of the requirements for award of M.Tech. degree has been evaluated by the following committee through presentation/viva-voce examination for award of grade as per the criterion approved by Senate in its 36th meeting held on 21-09-2019 vide item no. 36.08 and as per **PG Ordinance and Regulations**.

Criterion of Evaluation:

A) Final Evaluation Components (Maximum 70 marks)

- i) Content of Report (Maximum 40 marks)
- ii) Presentation (Maximum 20 marks)
- iii) Answer to examiner's queries (Maximum 10 marks)

B) Marks for paper presented in conferences organized at IITs / NITs / IIITs / IISc/ IISERs / conferences sponsored by reputed professional societies (07 marks per paper) **OR** Outstanding work done during internship duly certified by industrial supervisor.

(Maximum 14 marks for entire B components)

C) Marks for paper in non-paid paper in peer reviewed journals in Scopus/SCI/SCIE (30 marks per paper) **OR** Patent accepted (30 marks per patent) **OR** M.Tech. Best Project Award given by recognized agency (30 marks)

(Maximum 30 marks for entire C components)

Final evaluation: The final grade of the fourth semester will be evaluated based on grand total of Marks (a+b+c)/100 as per institute norms. In case, the total marks (a+b+c) exceeds 100 it will be counted as 100.

Recommendation:

Marks _____/100

Grade _____ as per above conditions.

Sign. of the Examiner
(External)
Name: _____

Sign. of HoD Nominee
(Internal)
Name: _____

Sign. of Supervisor
(Internal)
Name: _____

Head of the Department

Faculty-In-Charge (Exams), NIT Kurukshetra

Annexure-D(ii)**NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA****DEPARTMENT OF _____****M.Sc. DISSERTATION EVALUATION REPORT**

The viva-voce examination of Mr. / Ms.
 Roll No. M.Sc. Specialization is
 conducted on (date) on the Dissertation Title “.....”

submitted by the student in partial fulfillment of the requirements for award of M.Sc. degree has
 been evaluated by the following committee through presentation/viva-voce examination for award
 of grade as per the criterion approved by Senate in its 55th meeting held on 09.04.2025 vide item
 no. S55.17 and as per **PG Ordinance and Regulations**.

Criterion of Evaluation:**A) Final Evaluation Components**

- i) Content of Report (Dissertation) (Maximum 40 marks)
- ii) Presentation (Maximum 30 marks)
- iii) Answer to examiner's queries (Maximum 20 marks)

B) Marks for ORAL/POSTER presented in conferences organized at IITs / NITs / IIITs / IISc/
 IISERs / conferences sponsored by reputed professional societies (10 marks)

OR

Outstanding work done during internship duly certified by industrial supervisor (10 marks).

OR

Marks for paper in non-paid in peer reviewed journals in Scopus/SCI/SCIE (10 marks).

Final evaluation: The final grade of the fourth semester will be evaluated based on grand total of
 Marks (A+B)/100 as per institute norms.

Recommendation:

Marks _____/100

Grade _____ as per above conditions.

Sign. of the Examiner
 (External)
 Name: _____

Sign. of HoD Nominee
 (Internal)
 Name: _____

Sign. of Supervisor
 (Internal)
 Name: _____

Head of the Department**Faculty-In-Charge (Exams), NIT Kurukshetra**

Annexure-E

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA

DEPARTMENT OF _____

Dated: _____

HONORARIUM RECEIPT

Received an amount of Rs. 2500/- per student (Rs. Two Thousand Five Hundred only) for
M.Tech./M.Sc. on account of Honorarium for conduct of Viva-Voce examination of Mr./Ms.
....., Roll No.
Department of
held on.....at.....AM/PM.

Signature of the External Examiner with date

COUNTERSIGNED

**Head of the
Department
(With Seal)**

Name : _____

Address : _____

Account No. _____

Bank Name _____ **Branch** _____

IFSC Code _____

PAN No. _____

Assistant Registrar (Accounts)

Annexure-F

NATIONAL INSTITUTE OF TECHNOLOGY KURUKSHETRA

DEPARTMENT OF _____

Dated: _____

HONORARIUM RECEIPT

Received an amount of Rs. 6000/- (Rs. Six Thousand only) per group for MCA/MBA on account of

Honorarium for conduct of Viva-Voce examination of Mr./Ms.

....., Roll No.

Department of

held on.....at.....AM/PM.

Signature of the External Examiner with date

COUNTERSIGNED

Name : _____

Address : _____

**Head of the
Department
(With Seal)**

Account No. _____

Bank Name _____ **Branch** _____

IFSC Code _____

PAN No. _____

Assistant Registrar (Accounts)

Annexure-G

**NATIONAL INSTITUTE OF TECHNOLOGY
KURUKSHETRA
KURUKSHETRA-136119**

No.

Dated:

**PROFORMA TO CONVERT THE REGISTRATION OF M.TECH.
PROGRAMME
FROM FULL-TIME TO PART-TIME**

(Particulars to be filled in by the candidate in block letter and to be verified by
HoD)

**Passport
Photo
Attested by
HoD**

1. Name of the Department :
2. Name of the Candidate (English) :
(Hindi) :
3. Father's Name (English) :
(Hindi) :
4. Roll Number :
5. Specialization :
6. Date of Admission/Registration :
7. DPGC Recommendation (Yes/No) :
8. Name of the Employer :
9. Tentative Date of Joining the Employer Office:
10. Name and Designation of Supervisor(s) :
.....
11. Result Summary/Detailed Mark sheet:

Examination	Passing Date printed on DMC	CGPA/SGPA	Remark
1st Semester			
2nd Semester			
3rd Semester			

12. I solemnly declare that all the particulars that have been filled in by me are correct. In case of any discrepancy found there subsequently at any stage, I shall be responsible for the consequences of the thereof.

Date.....

Signature of the Candidate

13. Certified that all particulars and attachments are checked and found correct:

- (a) Employer Offer Letter
- (b) Copies of 1st and 2nd Semesters DMCs
- (c) DAC minutes of respective Department

14. Note: -

- 1. Students must abide by the rules and regulations as decided by the Senate and notified vide letter no. Acad./2024/367 dated 04.03.2024.
- 2. Fellowship/Scholarship may be claimed as per attendance record and date of joining to the Employer Office.
- 3. Joining report to the Employer (hard copy/email) should be submitted in the Department and Academic Section within **Ten Days** from the date of issuing the letter from the Institute.
- 4. In case, the joining report is not received within the aforesaid period, a penalty of **Rs. 10000/-** will be imposed on the student.

Signature of Internal Supervisor
(with date)

Signature of Head of Department
(with stamp and date)

Faculty Incharge (Academic)

Dean (Academic)

Annexure-H**Performa - UMC-1****FORM FOR UNFAIR MEANS CASES**

1. Roll No. : _____
2. Name of Student : _____
3. Program/Branch/Specialization : _____
4. Year of Admission : _____
5. Venue of Examination (Centre---) : _____
6. Date of Examination : _____
7. Time : From _____ To _____
8. Course Code : _____
9. Course Title : _____
10. Name of Invigilator(s) : _____

Details of Seized Material (Pl. Attach): All the material should be signed by the Invigilator of the Examination and the student. Mobiles confiscated shall be deposited with the Centre Superintendent.

- 1.
- 2.
- 3.

Statement of Student:

Signature of Student

Date _____ Time _____

Statement of Invigilator: (Record circumstances of offences in brief. The statement should be definite and unambiguous.

--

Certified that the statement by the student was made in my presence or the student declined to give any statement. (Cut whichever is not applicable)

Name: _____ Signature of Invigilator Date: _____ Time _____

Name: _____ Signature of Center Superintendent Date: _____ Time _____