RULES AND REGULATIONS

Master of Technology (M.Tech.) Programme

Academic Affairs

(2014-2015)

With amendments till March 2024

NATIONAL INSTITUTE OF TECHNOLOGY GOA

M. Tech. ORDINANCES AND REGULATIONS
(Effective from 2014-15 admissions)

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ORDINANCES

1) Eligibility for admission, admission policy and procedure shall be decided from time to time by the Board of Governors (BOG) of the Institute, following guidelines issued by MoE, Government of India.

2) The duration of the M. Tech. programme will normally be of 4 semesters.

3) Award of M. Tech. degree shall be in accordance with the regulations of the Senate of the Institute.

4) Notwithstanding any that are stated in the regulations, the Senate has the right to modify any of those from time to time.

RULES AND REGULATIONS

M1.   Admissions

M1.1 NIT Goa offers M.Tech programmes in Full-time with Scholarship (based on the relative performance in Graduate Aptitude Test for Engineering (GATE) in relevant discipline), Full-time Self-Financed (Non-GATE), Sponsored and Part-Time (for Internal employees) categories. Admission to all courses is made in the ODD semester of an academic year at the first year level as per guidelines issued by the Ministry of Education (MoE), New Delhi or as approved in the Senate from time to time.

M1.2 The number of seats in each branch of the M. Tech. programme is decided by the Senate of the Institute following the instructions from MoE, Government of India. Reservation of seats is made as per the directives from MoE.

M1.3 At the time of admission, the candidates should have passed/appeared and awaiting results of the final examination of the qualifying degree in relevant discipline as main subjects of study.

M1.4 Candidates have to fulfill the medical standards required for admission as per rules set up by Institute or guidelines issued by Ministry of Education (MoE) from time to time.

M1.5 The selected candidates will be admitted to the M. Tech. programme after due admission process.

M1.6 In all matters relating to admission to the M. Tech. programme, the decision of the Institute's Post-Graduate Admission Committee (PAC) and its interpretation given by the Chairperson of the Senate shall be final.

M1.7 If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the Institute, the Academic Advisory Committee (AAC) may revoke the admission of the candidate and report the matter to the Senate.

M2.   Structure of the M. Tech. Programme

M2.1 The medium of instruction, examination and project reports will be English.

M2.2 Postgraduate (M.Tech Degree) programmes are offered in the following disciplines by the respective programme hosting Departments.

   i)   Master of Technology in "Computer Science and Engineering" (M.Tech. (CSE)) by the Department of Computer Science and Engineering (CSE)

   ii) Master of Technology in "VLSI" (M.Tech. (VLSI)) by the Department of Electronics and Communication Engineering (ECE).

   iii) Master of Technology in "Power Electronics and Power Systems" (M. Tech. (PEPS)) by the Department of Electrical and Electronics Engineering (EEE)

Other teaching Department, Humanities and Sciences (HS) shall offer courses for these three different programmes.

M2.3 Each programme of instruction consists of the following:

   i)   An engineering "Programme Core" introducing the student to the state of the art in engineering in the respective branch.

   ii) A "Programme Elective" enabling the student to opt and undergo a set of specialised courses;

   iii) A "Professional practice" which includes independent study, seminar, comprehensive-viva, technical communication, etc.

   iv) A Dissertation work on specialised advanced engineering and/or research work of state

of art nature.

M2.4 Each of the postgraduate programmes will have a curriculum and syllabi for the courses approved by the Senate. Every department has a prescribed course structure which in general terms is known as "Curriculum" or "Courses of Study". It prescribes courses to be studied in the programme in each of the semesters as well as credits earned. The courses of study bulletin are available in the Institute's website.

M2.5 The Institute follows a credit based semester system. There are two regular semesters in a year. The semester that begins in July (*July to December*) is known as 'ODD' Semester and the semester that begins in January (*January to June)* is known as 'EVEN' Semester. The general pattern is: One credit for each lecture hour per week per semester; Two credits for each laboratory course of three to four hours per week per semester.

M2.6 The complete programme will consist of 4 categories (as given in the Table 1): Core, Electives, Dissertation work and Professional Practices distributed over four semesters with two semesters per academic year.

M2.7 The curriculum of any branch of the M. Tech. programmes shall have a total of minimum 64 credits. Minimum credits for each of the categories are specified in Table 1, which have to be earned by students for the award of M.Tech. Degree.

M2.8 Every course of the M. Tech. programme will be placed in one of the 4 categories as listed in Table.1.

Table 1: Course categories

Sl. No.	Category	Minimum Credits	Remarks
1	Program Core	38	The distribution in Core and Electives is specific to each department.
2	Program Electives (including MOOCs or any other Approved by Institute)		
3	Seminar, Viva Voce and communication skills	4	The course on "Communication Skills and Technical Writing" is compulsory and it is an "Audit" course
4	Dissertation Work	22	
Total Credits		64	

M2.9 Academically well performing students, with CGPA > 8.0, who never had any backlogs, will only be able to register for additional subjects, within the prescribed 2 years duration. It is to be noted that in the final CGPA calculation, all the credited subjects will be included. (*Amended in 6th Senate Meeting)*

M3. Registration & Enrolment

M3.1 Students are allowed to pre-register for the elective courses to facilitate the selection of suitable electives from the set of electives that the respective department is ready to offer in the ensuing semester.

M3.2 For all the admitted students, registration is mandatory for all the semesters and enrolment will be done in the beginning of the semester as per the schedule announced by the AAC. A student will be eligible for enrolment only if he/she satisfies M7.1, and additionally if (i) he/she has cleared all dues in the Institute, Hostel and Library up to the end of the previous semester and (ii) he/she is not debarred from enrolment by a disciplinary action

of the Institute.

M3.3   Students are required to submit registration form duly filled in, in consultation with his/her faculty adviser (DCC's representative).

M4.   Credit Requirements for Registration

M4.1 M.Tech. students are allowed to register for a maximum of 25 credits in a semester (other than the first semester) with the consent of the faculty Adviser.

If a student finds it difficult to cope with the academic work load in any semester or for any other valid reason, he/she may drop courses within three weeks of the commencement of the semester *or as mentioned in the academic calendar*, *whichever is earlier*, with the written approval of his/her faculty adviser and HoD. However, the student should ensure that the total number of credits registered for in any semester should enable him/her to earn the minimum number of credits in order to comply with rule M7.1.

M4.2. MOOCs Programme

   i)   MOOCs courses will be offered as an elective course in M.Tech programme for each of the branch.

   ii) The courses offered and credits earned will be decided by Heads of the Dept. in consultation with AAC.

   iii) Procedure of evaluation (refer. M13) and attendance requirements (refer. M11) are as per Institute norms.

M5.   Departmental Class Committee

M5.1 Every batch/class of the M. Tech. programme shall have a Departmental Class Committee (DCC) consisting of faculty and students. For each branch of the M. Tech. programme, a semester wise DCC shall be constituted by the respective Head of the Department (HoD).

M5.2 For every class there will be Department Class Committee (DCC). The constitution of DCC is as follows:
   i)   HoD/HoD's nominee to act as Chairperson,
   ii) All the teachers offering courses,
   iii) Faculty Adviser (one of the teaching faculty member of the Dept. appointed for the class) of the class,
   iv) Two students of the class nominated by the faculty adviser or elected by students among themselves.

M5.3 Term of the DCC shall be one semester (*Amended in 6th Senate Meeting*). The committee shall meet at least twice during the semester. The Director and AAC shall have the right to be present in any meeting of any class committee. The DCC shall record the proceedings of each meeting and communicate a copy of each meeting to the concerned HoD and AAC within three working days after the meeting.

M5.4 Responsibilities of the DCC include the following:

   i)   To help the students in planning their courses of study and for general advice on the academic programme,

   ii) Review periodically the progress of the classes,

   iii) To decide which electives should be floated in the next semester,

   iv) Discuss problems concerning curriculum, syllabi and the conduct of the classes,

   v)   The DCC, without the student members, is responsible for the finalization of the semester results,

vi) The method of assessment for any course will be decided by the respective course co-ordinators/instructors.

M6.   Dissertation Advisor

M6.1 Each of the students in the M.Tech. program shall have **one** or **two** dissertation Advisor(s).

M6.2 The student should choose the dissertation advisor not beyond the end of the second semester.

M6.3 In case of change of dissertation Advisor(s) is warranted, it should be brought to the notice of concerned dissertation Advisor(s) and DCC and the final consent of DCC is required.

M7.   Minimum Requirement to Continue in the Programme (*Amended in 6th Senate Meeting*)

M7.1 If at the end of the first two semesters of the normal academic programme, if a student has earned less than 26 credits and has a CGPA of less than 5.5, then his enrolment will be terminated.

M8.   Maximum Duration of the Programme

M8.1 The normal duration of the programme is four semesters. However, a student may complete the programme at a slower pace by taking more time, but in any case not more than 6 semesters excluding the semesters withdrawn on medical grounds, etc. However, the students have to satisfy M7.1, failing which action will be initiated to cancel the registration.

M9.   Temporary Discontinuation

M9.1 A student may be permitted by the AAC to discontinue temporarily from the programme for a semester or a longer period for reasons of medical problems. This should be carried out in consultation with the Director. Normally, a student will be permitted to discontinue from the programme only for a maximum duration of two semesters.

M9.2 Once the student resumes back to his/her course work, post temporary discontinuity, the creditable courses to be registered will be decided by the faculty adviser in consultation with Head of the Dept. The same shall be communicated to AAC.

M10.   Discipline

M10.1 Every student is expected to observe discipline and decorous behavior both inside and outside the campus and not to indulge in any activity, which will tend to bring down the dignity of the Institute.

M10.2 Any act of indiscipline including any act of ragging of a student reported to the AAC will be referred to Disciplinary Committee (DC) constituted by the Senate. The Committee will enquire into the charges and decide suitable punishment if the charges are substantiated. The DC will also work with the AAC to implement the decision.

M10.3 The student may appeal to the Chairperson, Senate whose decision will be final. The AAC will report the action taken at the next meeting of the Senate.

M11. Attendance

M11.1 Every member of the faculty handling a class shall record attendance on all days of instruction. The teacher of the course is required to finalize the attendance on the last instructional day of the course in the semester.

M11.2 The percentage of attendance calculated on the last instructional day will be reported to the DCC.

M11.3 A student whose attendance is less than 80% for a course is not eligible to appear for the end – term examination for that course.

M11.4 The details of all students who have attendance less than 80% in a course will be announced by the teacher in the class. These details will be sent to the concerned HoDs and AAC.

M11.5 Those who have 80% or more attendance for the period other than their medical leave be considered for condonation of shortage of attendance, provided, the overall attendance in the course including the period of illness does not fall below 75%. Application for condonation recommended by the Faculty Advisor, concerned faculty and the HoD is to be submitted to the AAC on or before the last instructional day of the semester. The AAC, depending on the merit of the case may permit the student to appear for the end semester exam. *A student will be eligible for this concession at most in two semesters during the entire degree programme.* Application for medical leave, supported by medical certificate with endorsement by the Institute Medical Officer (IMO), should reach the HoD within seven days after returning from leave or, on or before the last instructional day of the semester, whichever is earlier.

M11.6. Students who are involved in extra-curricular activities, and those who represent the Institute in Sports & Games, Cultural Festivals, and Technical Festivals _outside the Institute_, should take prior approval from the HoD, Faculty Adviser and Teachers of the concerned courses. As an incentive to those, relaxation is provided such that their attendance should not fall below 75%. Additionally, specific to the nature of the activity, a prior approval in writing needs to be taken from the following, citing reasons for absence.

1. Concerned Faculty Advisor and/or Faculty coordinator of the event - Technical Paper presentation/Attending Technical Festival.
2. Sports officer - Sports & Games.

All such applications for the condonation should be recommended by the concerned HoD and forwarded to AAC within seven instructional days after the programme/activity.

M12. Assessment Procedure

M12.1 The DCC will decide from time to time the system of tests and examinations in each subject in consultation with AAC and inform the same to the Senate.

M13. Evaluation Method

M13.1. For lecture or lecture cum practical courses, a minimum of two tests will be conducted. The details of weightage of marks for the tests and assignments will be decided by the course coordinator in consultation with the DCC. These details will be announced to the students in the beginning of the semester. The AAC should be informed of these details in the beginning of the semester. For laboratory practical, the teacher of the laboratory decides the number of tests.

M13.2. For all Lecture based courses, mid-term exam (25%) and internal evaluation through class

tests/assignments/quizzes, etc (25%), together carry 50% weightage and the End-term examination carries 50% weightage. For laboratory practical, end-term exam is not mandatory. If end-term exam is planned for a practical course, it should be normally conducted before the last instructional day and the *weightage for it should not exceed 40%*. For lecture cum practical courses assessment procedure is to be a properly weighted combination of those for lecture and those for practical components.

M14. Examination

M14.1. There will be one mid-term examination of *one and half hours* duration on each lecture based or lecture cum practical course. There will be one End-term examination of *three hours duration* on each lecture based or lecture cum practical course.

M15. Make up Examination

M15.1 Students who miss the mid-term or the end-term examinations for valid reasons are eligible for a make-up examination with the due approval of AAC.

M15.2 Those who miss mid-term and/or end-term exam should apply to the Head of the concerned department through the faculty advisor *within five days* after the missed exam, giving the reasons for absence. Applications received after this period will not be entertained. All make-up exams for mid-term test should be completed with evaluation within 10 days prior to the end-term exam. All the make-up exams pertaining to the end-term exam should be completed with evaluation before the commencement of the next semester.

M15.3 Permission to appear for make-up exam will be given under exceptional circumstances such as admission to a hospital due to illness or grave family calamities, etc.

Students residing in the Hostels should produce a Medical Certificate issued by Institute Medical Officer (IMO), certifying that he/she was admitted to hospital during the period of exam. The application should be routed through and approved by Chief Warden.

Students residing outside the campus must produce a medical certificate from a Registered Medical practitioner and the same should be duly endorsed by parent/guardian and also by IMO, within five days.

M15.4 A student who misses the make-up exam will normally not be given another make-up exam. However, in exceptional cases of prolonged illness resulting in the student missing a make-up exam, the Chairperson of the Senate may permit the student to appear for a second make-up exam.

M16. M.Tech. Dissertation Evaluation

M16.1 The M.Tech. Dissertation work is done in the last year of the postgraduate programme and is divided into two stages. Normally the first stage is done in ODD semester and the second stage in subsequent EVEN semester. Through the dissertation work, the student has to exhibit depth in terms of engineering or technological innovation or research ability to solve the contemporary problem. On completion of the work, the student will submit a project report that will be evaluated by duly appointed examiners. It is proposed to have at least one expert as part of the examining committee from external Institute/Organisation. The panel of examiners should be finalized by HoD in consultation with all faculty members of the concerned department. The dissertation evaluation will be based on combining the reports of internal examiners and external expert(s). Suitable weightage must be given to the qualitative and quantitative results of the project and evaluated by a viva-voce exam.

M16.2 The Institute promotes industrial training and internships at M.Tech level. The students can opt for project internships (Semester/Yearlong) at Industries, Indian (IIT/NIT)/ Foreign Universities, CSIR Labs, R&D Labs, Public sector undertakings, Government, Social Internships (NGO) or with any other reputed organisation. Institute Policy for M.Tech Projects/Internships in Collaboration with Industries or any reputed organization is provided in the ANNEXURE . (*Amended in 25th Senate Meeting*)

M17. Grading

M17.1 The faculty will return evaluated assignments, tutorials, term papers, etc., within two weeks after the respective test/examination.

M17.2 Only the final grades (after approval by DCC) and attendance of all the students should be communicated by the teachers of the courses. Students may seek clarification regarding grades etc., from the concerned Course coordinator, if required.

M17.3 The DCC will be convened within ten days after the last day of the end-term examination. The letter grades to be awarded to the students for different subjects will be finalized at the meeting.

M17.4 Based on the relative performance, each student is awarded a final letter grade in each course. The letter grades and the grade points are as follows:

Grade	Grade points	Description of Grades
S	10	Outstanding
A	9	Excellent
B	8	Very Good
C	7	Good
D	6	Average
P	5	Below Average
F	0	Failure
W	0	Failure due to insufficient attendance
I	0	Actual grade to be awarded later

M17.5 A student is considered to have credited a course or earned credits in respect of a course if he/she secures a grade other than F, W or I for that course.

M17.6 A 'W' grade is treated as equivalent to 'F' for the purpose of CGPA calculation, and the following criteria, in addition to poor attendance (less than 80%) may be considered for the award of 'W' grade:

(i) badly incomplete in-semester record (due to non-medical reasons),

(ii) misconduct or use of unfair means in the examination, assignments, etc., or a behavior serious enough to call for disciplinary action in the opinion of the Faculty advisor or teacher of a course.

In such cases, award of 'W' grade is taken up as an immediate action. Further, the case may be referred to the DC for consideration of further punishment depending on the seriousness of the offence.

M18. Declaration of Results

M18.1 A course instructor should show the evaluated answer scripts before grading. The limit fixed for such a disclosure is five days before the last date for receiving grades in the Exam Cell.

M18.2 The necessary number of result sheets for the respective course containing the final grade

should be submitted to the concerned DCC. After finalization of the grades at the DCC meeting, hard and soft copies of consolidated grades will be forwarded by the HoD to the Exam cell.

M18.3 Once grades are published, changes if any, will be allowed in case of tabulation errors only. A request for re-tabulation can be made by student to the course teacher within 2 days of result publication. A request for changes in grade due to tabulation errors (if any) can be made by the teacher of the course, by forwarding the request through the DCC to Exam cell.

M19. Repetition of a Course

M19.1 A student who was awarded 'F' or 'W' grade in a course has to repeat it compulsorily when it is offered next. However, a student if he/she is awarded 'F' or 'W' grade in an elective course can choose a different elective.

M20. Grade Point Averages

M20.1 The academic performance of a student in a semester is indicated by the Semester Grade Point Average (SGPA).

$$SGPA = \frac{\Sigma(C \times GP)}{\Sigma C}$$

Where, 'C' is the credit of the registered course and the summation is taken over all the registered courses by the student in the semester, except Pass/Fail courses.

'GP' is the grade point obtained for the creditable course. The performance of a student up to and including a particular semester is indicated by the earned credits and the Cumulative Grade Point Average (CGPA).

$$CGPA = \frac{\Sigma(C \times GP)}{\Sigma C}$$

Where, the summation is taken for all the courses registered for by the student except Pass/Fail courses, up to and including the current semester.

Note: *SGPA and CGPA should be corrected up to two decimal places.*

The conversion formula to obtain percentage from CGPA is as follows. (***Amended in 6th Senate Meeting***)

Percentage = (CGPA - 0.5) × 10.

M21. Grade Card

M21.1 The Grade Card issued at the end of each semester to students, will contain the following:

   a) the code, title, credit and category of each course registered in the semester,
   b) the letter grade obtained,
   c) the total number of credits earned by the student up to the end of that semester in each category and grand total, and
   d) SGPA and CGPA.

M21.2 Class/Division

Class/Division classification is based on CGPA calculated on a 10 point scale, and is as follows:

	CGPA 8.50 and above	: **First Class with distinction**
0	CGPA 6.50 and above, but less than 8.50	: **First Class**
	CGPA 5.50 and above, but less than 6.50	: **Second Class**

Awards: In order to encourage academic excellence, an Institute level award is constituted for the Best outgoing student based on recommendations made by the HoD's to the Director through the AAC. Additionally, department wise merit certificates will be awarded based on approval of Director in consultation with the AAC and department HoDs. The decisions will be reviewed and need to be approved by Chairperson, Senate and the BOG.

M22. Slow Pace Learning

M22.1 Courses to be registered normally are specified in the curriculum. However, a student may register for a lesser number of credits than specified in the curriculum, provided it does not extend his programme by more than 2 semesters.

M23. Permanent Disqualification

M23.1 If a student neither gets permission for temporary discontinuation nor registers for any course during a semester before earning the minimum credit requirements for the award of the degree, then he/she is deemed to have discontinued the programme permanently and will not be permitted to continue the programme.

M24. Financial Assistance

M24.1 All the admitted students (other than the sponsored and self-financed candidates) to the various M.Tech. programmes are eligible for financial assistance in the form of Teaching Assistance (TA) during their studentship according to the Institute's rule, duly approved by the Senate according to the guidelines from, MoE, Government of India, time to time.

M24.2 All the students getting financial assistance are required to put a minimum of eight (8) hours per week during the period of assistantship.

M24.3 The duration of the assistantship is at most for 24 months.

M24.4 For the continuation of Scholarship, a minimum CGPA of 6.0 is required (or as per MoE rules). *(Amended in 6th Senate Meeting)*

M24.5 The assistantship will be renewed every semester on the recommendation of DCC.

M25. Eligibility for the Award of M. Tech. Degree

M25.1 A student will be declared to be eligible for the award of the M.Tech. Degree if he/she has-

i) Registered and successfully credited all the core courses including Dissertation work with a minimum CGPA of 5.5 for the entire programme,

ii) Successfully acquired the credits in the different categories as specified in the curriculum corresponding to the discipline of his/her study within the stipulated time,

iii) Has no dues with any sections of the Institute including hostels,

iv) Completed all the required course as specified in Table 1 with minimum credits of 64,

v) Has no pending disciplinary action against him/her.

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

M26.   Reservation of Seats

As per Government norms.

M27.   Fee Structure

As per Institute policy updated from time to time.

M28.   Financial Assistance and other support

As per Government of India norms.

M29.   Leave Rules

As per Institute policy updated from time to time.

M30.   Withdrawal of Admission

As per Institute policy updated from time to time.

M31.   Unfair means during examinations

Based on the nature of unfair means carried out by the student in the Theory/Practical/ Dissertation/Project examinations, action will be taken as per the Institute policy updated from time to time (Ref: ANNEXURE). (*Amended in 22nd Senate Meeting*)

M32.   Power to Modify

Notwithstanding all that has been stated above, the Chairperson, Senate has the right to modify any of the above regulations from time to time and it will be ratified in the sub-sequent senate meeting.

ANNEXURE

Institute Policy for M.Tech Projects/Internships in Collaboration with Industries or any reputed organization

National Institute of Technology Goa promotes industrial training and internships at M.Tech level. The students can opt for project internships (Semester/Yearlong) at Industries, Indian (IIT/NIT)/ Foreign Universities, CSIR Labs, R&D Labs, Public sector undertakings, Government, Social Internships (NGO) or with any other reputed organisation.

1. Objectives

i. The main objective of internship is to provide the real time technical/research skills to the students, and thus promoting industry/research ready professionals.

ii. To gain practical exposure to the current industrial/research developments and apply the technical knowledge in solving real problems.

iii. The students are exposed to acquire roles and responsibilities of an engineer.

iv. To promote the development of engineering professional's in innovative problem solving approach supporting both academic as well as personal development.

2. Student benefits

i. An opportunity to get absorbed by the Industry/Organization.

ii. Practical exposure in an organizational setting & Industry environment, where theoretical aspects learned in classes are integrated into the practical world

iii. To decide which among industry or research is a well-suited career option to pursue.

iv. Opportunity to learn new skills, practice communication, teamwork and supplement knowledge.

v. Opportunity to learn strategies like time management, multi-tasking, etc.

vi. Make a valuable addition to their resume.

vii. Enhances candidacy for higher education.

viii. Networking to expand social circles and developing technical relationships.

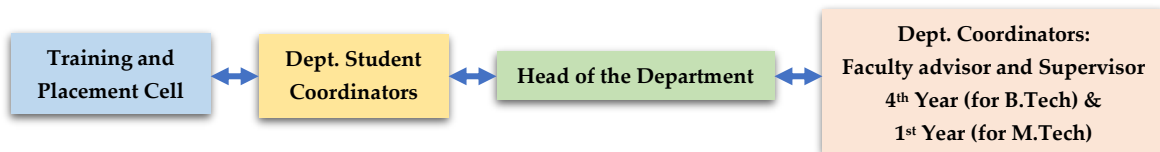ix. An opportunity to evaluate the organization before committing to a full-time position.

3. Finding Internship

i. Internship is a student centric activity. The task of finding an internship via Training and Placement cell (T&P Cell) for is a collective effort by the students and T&P Cell.

ii. Students can find internships on their own also or through T&P Cell.

iii. The students can forward contacts they have, if any, in various companies or through their Alumni, so that the Cell may formally invite these companies for Internships.

iv. Any faculty member of the department, through his/her industry/academic contacts, can find internships for students.

v. If a student finds an internship on his/her own, or a faculty member finds an internship for students, it is expected to inform the T&P Cell immediately about such internships.

vi. The faculty coordinators/advisors will facilitate/guide and oversee the activities, and assist the students and T&P Cell wherever needed.

vii. Internship as per the terms and conditions entered with institutions with which MOU has been signed.

4. Roles and Responsibilities of Training & Placement Cell (T&P Cell)

The organizational structure of Training and placement cell while facilitating internships is as below:

| Training and Placement Cell | ⟷ | Dept. Student Coordinators | ⟷ | Head of the Department | ⟷ | Dept. Coordinators: Faculty advisor and Supervisor 4th Year (for B.Tech) & 1st Year (for M.Tech) |

i.   The T&P Cell will coordinate and ensure smooth implementation of internship provisions through department heads and department's faculty and student coordinators.

ii. T&P Cell will develop appropriate application forms, evaluation proforma or any other document needed for smooth execution of internships.

iii. The role of T&P Cell would be of a facilitator and counsellor for internship related activities. It does NOT guarantee internship to a student even on his/her being registered with the cell. Applying for internship following the due procedure is entirely the responsibility of the student concerned.

iv. Further, T&P Cell does not guarantee hiring/guaranteed position by the organisation eventually.

5. Internship with or without Pre-placement Offer (PPO) execution procedure

The T&P cell will normally arrange internship for students in industries/organizations of repute as per Institute guidelines. The following procedure is generally followed while arranging internships:

i.   Request Letter/Email from the office of Training & Placement cell (tpo@nitgoa.ac.in) of NIT Goa shall go to the industry/organisation seeking their willingness for providing the internship training/internship with Pre-placement Offer (PPO) for students of NIT Goa.

ii. Upon industry/organisation's acceptance, the training slots and the number of seats allocated for internships will be communicated by the industry/organisation via Confirmation Letter/ Email.

iii. Further, students' profile (*upon approval from the department*) is submitted to industry/organisation for their willingness for providing internship/internship with PPO.

iv. In case the students arrange the internship themselves, the confirmation letter will be submitted by the students in the office of Training & Placement through concerned department.

v.   Based on the number of slots agreed by the Industry, T&P Officer (TPO) will allocate the students to the industry/organisation. In addition, the internship slots may be communicated by the TPO or other members of the T&P cell/coordinators who are looking after the Internship.

vi. The internship policy is 'One-Student-One-Internship'. If a student earns an internship through the T&P cell, on accepting the internship offer, the student stands out of the internship process. As an exception to this rule occurs only if the industry/organisation

fails to comply with their initial commitment (i.e., changes stipend, duration, role) during/after the interview process, then the student shall have the right to not accept the internship offer.

vii. Selected students on joining internship at the concerned Industry/Organization, should submit the Joining Report.

viii. Students will submit internship report after completion of internship.

ix. Internship certificate is to be obtained from the industry/organisation.

x. List of students who have completed their internship successfully will be recorded by T&P cell.

6. M.Tech Projects/Internships in Collaboration with Industries/any other reputed organisation

6.1. Eligibility: Students who have successfully completed their first-year coursework without any backlogs are eligible to apply for internship at Industries/Organisation for a Semester/Yearlong duration.

6.2. Registration

i. All the 2nd Semester M.Tech. students who is interested to carry out M.Tech Projects/Internships in Collaboration with Industry/organisation will have to take approval from the Head of the concerned department, in the prescribed format. This will be facilitated by the department coordinators.

ii. Upon approval from the department, the application is forwarded to T&P Cell.

iii. The students should avoid making this request at the last minute, as this may lead to losing the opportunity to sit for internship process.

iv. The student can apply for the internship on their own also. However, the permission to allow students for such internship will be considered with due recommendation of the department, after evaluating the industry/organisation profile and internship terms. Department's recommendation will be forwarded to T&P Cell to ascertain the industry/organisation credentials before providing consent for internship.

v. After a student gets selected for the internship, the duration of the internship has to be informed to the HoD.

6.3. Stipend

i. No stipend-cum-teaching assistantship shall be paid by NIT Goa to the students who are joining Project internship with financial assistance, during the period of internship. Institute stipend will be stopped from the date of relieving from NIT Goa.

ii. However, if a student is joining Project internship without financial assistance, their Institute stipend will be given after checking the financial terms and conditions of the internship offer.

iii. Students joining internship under MOU will be governed by the financial terms and conditions of the MOU.

iv. The duration of stipend will be for a maximum of 24 months from the date of M.Tech admission, including no stipend from Institute in the internship duration.

v. Receiving stipend or any other type of payment from more than one source is not permissible and is liable for suitable legal action.

6.4. Project Evaluation procedure

i. All the departments will allocate M.Tech Supervisors by the start of 2nd Semester. Students 1st semester SGPA, students preference order of interested areas (3-4 areas to be received) and faculties research areas will be taken into consideration while M.Tech student allocation. All the department faculty (*unless number of students are less than faculty*) will be allocated a student based on the departmental M.Tech student allocation procedure.

ii. The Industrial/organisational project work done during six months/one-year internship program is equivalent to their M.Tech. one semester/two semester thesis work respectively. M.Tech Project/Dissertation work corresponding to that duration is to be completed during the internship period.

iii. The project work carried out should be in the relevant area of their M.Tech specialisation or in an interdisciplinary area as approved by the department.

iv. The industry/organisation will allot a suitable guide to the candidate and he/she would be the external supervisor of the dissertation work to be carried out by the student.

v. Two guides will supervise the Project/Internship work. One will be from NIT Goa (*Internal*) and another one from the organisation offering internship (*External*).

vi. The external supervisor will send monthly attendance and progress report of the student to NIT Goa and the internal supervisor will be responsible for monitoring the same from time to time.

vii. Student proceeding for Project/Internship work to an Industry/organisation does not imply that there is a waiver from the academic requirements of NIT Goa. Candidate must follow the Institute academic calander or as intimated by the department and be physically present at NIT Goa during the Project's Mid Semester and End Semester evaluations and present his/her project progress report whenever required.

viii. If the student feels that the Project/Internship work is not of the desired quality or is not related to their field of interest, s/he should submit an application to the department within one month of joining internship. Further, the student will be allowed to rejoin NIT Goa and his/her stipend will be resumed after due approvals.

ix. The end semester evaluation and final project presentation will be evaluated based on the recommendations received by the External supervisor (*in the format provided by NIT Goa*), M.Tech project evaluation committee and External Examiner (as applicable).

x. If the Project/Internship work is not found to be of the required quality, the project duration will be extended and stipend will be applicable as per 6.3.iii. (i.e, max. for 24 months only).

6.5. Guidelines to Industry/Organisation

i. The Industry/organisation should allow the *Internal* supervisor to visit their onsite location for technical interactions w.r.t the project execution atleast once/semester. NIT Goa will be facilitating the visit logistics.

ii. Since internships involve academic credits, the organisation will have to allot a supervisor for each intern, called as external supervisor. The external supervisor is expected to share the progress of the intern on a regular basis with the internal supervisor at NIT Goa. This will help the institute to monitor the progress of the project continuously. Moreover, at the end of each calendar month, the intern should submit monthly progress report to the internal supervisor with the consent of external supervisor.

iii. The Industry/organisation must agree to submission of the dissertation to NIT Goa for the student's M.Tech degree and allow sharing of enough details during the examination, subject to confidentiality and/or trade secret concerns, which would permit for valuation and award of grades to the candidate. Should information withheld by Industry be needed for valuation and award of grade, Industry will work with the Institute to find a workable solution for the benefit of the candidate.

iv. The industry should agree to allow the students to publish the papers in journals or conferences, IP rights created by the candidate in connection with their work will be owned solely by Industry, while giving due credit to the inputs provided by the NIT Goa supervisor, as the case may be.

v. The publications arising out of the work will be joint publications i.e. student, external supervisor & NIT Goa supervisor will figure as authors in the published documents.

vi. The leave policies of the organisation must be informed in the offer letter.

vii. In case of pre-placement offers (PPO), all companies are expected to inform PPO always through the T&P cell only.

viii. At the end of the internship, the external supervisor needs to fill an evaluation form for each intern (*in the format provided by NIT Goa*). The information received through this form will be used in the students grading.

Action taken in case of Unfair Mean Practices in Examinations

Rule No.	Unfair Practice	Found Copying	Action taken
1	If a student is caught having a mobile phone *or* Digital/Smart Watch/gadgets *or* High-End Calculators in which information can be stored; for the **first time**, even after announcement.	No	• The mobile will be ceased by the exam cell for that day. • The candidate is to be warned against carrying mobiles. • He/She <u>can</u> continue to write the exam. • His/Her Roll No. will be noted down by exam cell. • Parents will be informed and may be asked to report to Dean (Academics)
2	If a student is caught having a mobile phone *or* Digital/Smart Watch/gadgets *or* High-End Calculators in which information can be stored; for the **second time**, even after announcement.	No	• The specific paper will be cancelled. • Mobile will be ceased by the exam cell for that day. • He/She <u>can</u> continue to write subsequent exams. • His/Her Roll No. will be noted down by exam cell. • Parents will be informed to report to Dean (Academics)
3	If a student is caught having a mobile phone *or* Digital/Smart Watch/gadgets *or* High-End Calculators in which information can be stored; for **more than two times**, even after announcement.	No	• The specific paper and <u>all</u> the subsequent paper's will be <u>cancelled</u>. • Mobile will be ceased by the exam cell for that day. • His/Her Roll No. will be noted down by exam cell • Parents will be informed to report to Dean (Academics)
4	If a student is caught having a mobile phone *or* Digital/Smart Watch/gadgets *or* High-End Calculators in which information can be stored; for the **first time**.	Yes	• The specific paper will be cancelled. • The mobile will be ceased by the exam cell for that day. • The candidate is to be warned against carrying mobile and cheating. • He/She <u>can</u> continue to write subsequent exams • His/Her Roll No. will be noted down by exam cell. • Parents will be informed to report to Dean (Academics)
5	If a student is caught having a mobile phone *or* Digital/Smart Watch/gadgets *or* High-End Calculators in which information can be stored; for the **second time**, even after warnings.	Yes	• The specific paper will be cancelled. • Mobile will be ceased by the exam cell for that day. • He/She <u>cannot</u> continue to write subsequent exams. • His/Her Roll No. will be noted down by exam cell. • Parents will be informed to report to Dean (Academics)
6	If a student is caught having a mobile phone *or* Digital/Smart Watch/gadgets *or* High-End	Yes	• The specific paper and all the subsequent paper's will be cancelled. • Mobile will be ceased by the exam cell for that day.

	Calculators in which information can be stored for **more than two times**, even after warnings.		• His/Her Roll No. will be noted down by exam cell. • Parents will be informed to report to Dean (Academics)
7	For any other methods of cheating for **first time**.	**Yes**	• The specific paper will be cancelled. • The candidate is to be warned against cheating. • His/Her Roll No. will be noted down by exam cell. • Parents will be informed to report to Dean (Academics)
8	For any other methods of cheating for **second time**.	**Yes**	• The specific paper and subsequent papers will be cancelled. • The candidate is to be warned against cheating. • His/Her Roll No. will be noted down by exam cell. • Parents will be informed to report to Dean (Academics)
9	For any other methods of cheating for **more than two times**.	**Yes**	• The specific paper and subsequent papers will be cancelled. • Case referred to Disciplinary Committee (DC) • The DC may recommend Year Back • Parents will be informed to report to Dean (Academics)
10	Communicating with any student or any other person inside or outside the examination hall with a view to take assistance or aid to write answers in the examination	**Yes**	• The specific paper will be cancelled. • Case referred to Disciplinary Committee (DC) • The DC will enquire and submit a report for further actions on the persons involved. • Parents will be informed to report to Dean (Academics)
11	The cases of Suspected Mal Practice (SMP) observed while valuing the answer scripts or other material: such as insertion of answer sheets, revealing of identity or enclosure, common mistakes in different answer scripts possibly by SMP	**Yes**	• The specific paper of the concerned students will be cancelled. • If the act is repeated for more than once, all the papers in the concerned semester will be cancelled. • Parents will be informed to report to Dean (Academics)
12	cases of destroying any evidence of malpractice, like tearing or mutilating the answer script(s) or running away along with the answer script(s) from the examination hall or premises	**Yes**	• The specific paper and all the subsequent paper's will be cancelled. • His/Her Roll No. will be noted down by exam cell. • Parents will be informed to report to Dean (Academics)
13	Exchange of question papers by writing some hints/formulas/answers etc.	**Yes**	• The specific paper will be cancelled. • His/Her Roll No. will be noted down by exam cell. • Parents will be informed to report to Dean (Academics)
14	Identified with SMP material and misbehaved	**Yes**	• The specific paper will be cancelled.

	with officials/ any kind of rude behavior in and around Examination Hall/ using obscene or abusing language/ uses resistance or violence against the invigilator/ consistently refuses to obey the instructions.		• Case referred to Disciplinary Committee (DC) • The DC may recommend for cancellation of subsequent papers based on the severity of the issue. • Parents will be informed to report to Dean (Academics)
15	1) **Before any punishment is levied on the student, he/she will be given a chance to appeal to the Exam Cell/Disciplinary Committee as the case be.** 2) **Any cases not covered in the above Guidelines, the disciplinary committee shall investigate and recommend the quantum of punishment based on the severity of the case.** 3) **Malpractice and punishments imposed on the students shall invariably be intimated to the concerned parents in writing by the concerned authority.** 4) **The punishment shall be uniform and commensurate with the offence for all students committing similar offences.** 5) **A report on all the actions taken by the Exam Cell, with regard to conduction of Mid and End Sem Examinations is to be submitted to Disciplinary Committee (DC) forwarded through Head of the Department and Dean (Academics).** 6) **The DC recommendations will be submitted to the office of the Director. Upon approval, the concerned authorities to implement the same and notify the punishments for circulation.**		