



**Indian Institute of Information Technology
Design and Manufacturing, Kurnool**

ORDINANCES AND REGULATIONS

**Master of Technology
Programme**

Effective from 2020-21

July 2021

Ordinance

- 0.1** The minimum academic qualification for admission through CCMT to IIITDM Kurnool is 60% or 6.5 CGPA in the appropriate branch of engineering or its equivalent.
- a. Candidates who have qualified for the award of the Bachelor's degree in Engineering / Technology from educational Institutions approved by AICTE/UGC/Government and who have a valid GATE (Graduate Aptitude Test in Engineering) score are eligible to apply for admission to the M.Tech programme.
 - b. Associate Membership holders of the professional bodies for admission into their parent disciplines from the following - (i) The Institution of Engineers (India) (AMIE) (ii) The Indian Institute of Metals (AMIM) (iii) The Institution of Electronics and Tele-communication Engineering (AMIEETE) with valid GATE Score can also apply.
- 0.2** Candidates working and sponsored (with full pay and allowances for 24 months) by industry / government organizations / private and public enterprises recognized by DST and engaged in R & D work/ engineering colleges recognized by AICTE/UGC, possessing at least two years of professional experience as on the last date of receipt of applications at IIITDM, Kurnool, can apply, provided they hold:
- 1 B.E./ B.Tech. degree from AICTE/UGC recognized Engineering Colleges/university with first class or 60% aggregate marks in all the four years or
 - 2 AMIE and other Associate memberships (listed above) with a valid GATE Score
- 0.3** Admission to the branch of study shall be as decided during CCMT counselling.
- 0.4** The exact eligibility criteria for admission to the M.Tech programme shall be as approved by the Senate of the Institute from time to time and announced by the Institute on an annual basis.
- 0.5** The duration of the M.Tech programme will normally comprise of a total of four semesters, including project work.
- 0.6** Candidates may be permitted to do their project work in industry and other approved organisations as prescribed in the regulations.
- 0.7** The award of Half-time Teaching Assistantship (HTTA) to the candidates admitted to the M.Tech programme shall be in accordance with the regulations of the Senate of the Institute.
- 0.8** The award of the M.Tech degree shall be in accordance with the regulations of the Senate of the Institute.

REGULATIONS

R.1.0 ADMISSION

- R.1.1 The number of seats in each programme for which admission is to be made in the Institute will be decided by its Senate. Seats are reserved for candidates belonging to the Scheduled Castes, Scheduled Tribes, Other backward classes, Economically weaker sections and physically challenged candidates as per the Government of India orders issued from time to time.
- R.1.2 Admission to the M.Tech programme in any year will be based on performance in GATE through a counselling conducted by CCMT.
- R.1.3 The students admitted into this programme are required to do a minimum of 8 hours work, such as handling theory or laboratory classes, tutorials, Assignments, etc.
- R.1.4 Foreign nationals whose applications are received through Indian Council of Cultural Relations, Government of India, are also eligible. Foreign Nationals are also eligible under self-financing scheme for which applications are invited through their embassy.
- R.1.5 The eligibility criteria for admission including the minimum GATE score required for admission as full time students with HTTA, will be decided by the Senate.
- R.1.6 The conditions for admission to M Tech programmes in IITDM Kurnool will be given in the CCMT and Institute websites. However, if at any time the Dean(Academic)/Faculty in-charge(Academic)/ Director finds any of the requirements not fulfilled by the candidate, the Dean(Academic)/ Faculty in-charge(Academic)/ Director may revoke his/her admission to the programme.

R.2.0 STRUCTURE OF THE M.TECH PROGRAMME

- R.2.1 The programme of instruction for each stream of specialization will consist of
- core courses (compulsory)
 - elective courses
 - project work
- The student may be required to give one or more seminars and undergo industrial / practical training during the programme.
- R.2.2 The complete programme will be of 4 semester duration. The academic programmes in each semester may consist of course work and/or project work as specified by the Senate for each specialisation. The total contact hours is normally about 32 hours per week.
- R.2.3. Every stream of specialisation in the programme will have a curriculum and syllabi for the courses approved by the Senate. The curriculum is so framed such that the minimum number of credits for successful completion of the M.Tech programme of any stream is not less than 67 and not more than 70.
- R.2.4 Credits will be assigned to the courses based on the following general pattern:
- One credit for each lecture period
 - Two credits for each laboratory or practical session of three periods
 - Credits for the seminar, project work and industrial / practical training will be as specified in the curriculum.

- R.2.5** A student will have to register for all the core courses listed in the curriculum of his/her selected area of specialisation and successfully complete all of them.
However, the Departmental Post Graduate Committee may grant permission to a student not to register for some of the core courses and substitute them by some other courses depending on the courses successfully completed by the student in the undergraduate programme. This has to be intimated to and approved by the Dean (Academic)/Faculty In-charge(Aacdemic) / Director.
- R.2.6** Electives will have to be taken from the courses offered by the Department in that particular semester from among the list of approved courses. However, most of the departments permit selection of electives other than those listed against the Department provided they have relevance to the area of specialisation and subject to the approval of the Faculty Adviser.
- R.2.7** In some specialisations students may be permitted to register for a maximum of two B.Tech courses. The concerned departments will identify such courses and get prior approval of the Senate.
- R.2.8** The medium of instruction, examination, seminar and project reports will be in English.

R.3.0 Faculty Adviser

- R.3.1** To help the students in planning their courses of study and for getting general advice on academic programme, the concerned Department will assign a faculty advisor for each M.Tech programme offered in the department in the beginning of every semester.

R.4.0 Class Committee

- R.4.1** Every class of the M.Tech programme will have a Class Committee (CC) consisting of Faculty and students.
- R.4.2** The constitution of the Class Committee will be as follows:
- i) One professor/Head of the department not associated with teaching the class to be nominated by Director to act as the Chairman of the Class Committee.
 - ii) All faculty teaching the theory /laboratory courses for that class.
 - iii) Two students from the respective class; and
 - iv) Faculty Adviser of the respective class.
- R.4.3** The basic responsibilities of the class committee are :
- a) to review periodically the progress of the classes and discuss issues faced by students.
 - b) The type of assessment for the course will be decided by the teacher in consultation with the class committee and will be announced to the students at the beginning of the semester.
 - c) Each class committee will communicate its recommendations to the Head of the Department and the Dean (Academic)/Faculty In-charge(Academic).
 - d) The class committee without the student members will also be responsible for the finalisation of the semester results.

R. 4.4 The class committee shall meet at least twice in a semster, once at the beginning of the semester and once before commencement of minor II.

R.5.0 Change of Branch

Change of Programme is not permitted once a student is given admission to M.Tech programme.

R.6.0 Registration Requirement

R.6.1 Except for the First semester, registration for the semester will be done during a specified week before starting of that semester. Late registration/enrollment will be permitted with a fine as decided by from time to time up to 2 weeks from the last date specified for registration.

R.6.2 The M.Tech students are eligible to take extra courses apart from the courses prescribed in the curriculum, namely, one course in 3rd semester and not more than two courses in 4th semester, subject to a maximum of 9 credits, provided a student has no backlog and should have earned CGPA of 7.0 & above by the end of the previous semester. Students taking extra courses should obtain the prior approval of Dean (Academic)/Faculty In-charge(Academic).

R.6.3 During the final project semester, students are not normally permitted to register for courses. However, students who are short of a few credits required for the degree may be allowed by the Dean (Academic)/Faculty In-charge(Academic) to register for one or two courses along with the project under the specific recommendation from the Head of the department.

In such cases the project duration may have to be extended beyond the normal period suitably. However, the M.Tech HTTA will be paid for a maximum period of 24 months only, as per the existing Government of India rules.

R.6.4 Withdrawal from a course registered is permitted upto two weeks from the date of commencement of the semester. Substitution by another course is not permitted. Courses withdrawn will have to be taken when they are offered next, if they belong to the list of core courses (Compulsory courses).

R.6.5 In extraordinary circumstances like medical grounds, a student may be permitted by the Dean (Academic)/Faculty Incharge(Academic) to withdraw from a semester completely. Normally a student will be permitted to withdraw from the programme only for a maximum continuous period of two semesters.

R.7.0 MINIMUM REQUIREMENT TO CONTINUE THE PROGRAMME

R.7.1 A student should have earned not less than 10 credits in the first semester, 26 credits by the end of second semester and 36 credits by the end of third semester.

The student will be asked to leave the programme failing to satisfy this requirement

R.7.2 In addition to the above, to be eligible to continue in the programme the student should have a minimum CGPA of 5.0, calculated according to the formula in R.23.2. However, in calculating the CGPA for eligibility to continue the programme, only courses the student has successfully completed upto the point under consideration will be taken into account. If the CGPA of any student so calculated falls below 5.0, the student will be issued a warning and if he/she does not make good and get a CGPA less than 5.0 in the following semester also then he/she will be asked to leave the programme.

R.8.0 MAXIMUM DURATION OF THE PROGRAMME

R.8.1 A student is ordinarily expected to complete the M.Tech programme in four semesters. However students who do not complete their project work in third/four semesters, are permitted to submit the report in the fifth semester with the prior approval.

Students should complete the course work in not more than 5 semesters and the entire programme in 8 semesters including the project work from the date of admission to the programme.

R.9.0 DISCONTINUATION FROM THE PROGRAMME

R.9.1 Students may be permitted to discontinue the programme and take up a job provided they have completed all the course work. The project work can be done during a later period either in the organisation where they work if it has R and D facility, or in the Institute. Such students should complete the project within six semesters from the date of admission to the programme.

Students desirous of discontinuing their programme at any stage with the intention of completing the project work at a later date should seek and obtain the permission of the Dean(Aademic)/Faculty In-charge(Academic)/Director before doing so.

R.10.0 DISCIPLINE

R.10.1 Every student is required to observe discipline and decorous behaviour both inside and outside the campus and should not indulge in any activity which brings down the prestige of the Institute.

R.10.2 Any act of indiscipline of a student reported to the Dean will be referred to Discipline and Welfare Committee constituted by the Senate from time to time. The Committee will enquire into the charges and recommend suitable punishment if the charges are substantiated. The appropriate committee will consider the recommendation of the Discipline and Welfare Committee and authorize the Dean(Aademic)/Faculty in-charge(Academic) to take appropriate action.

R.10.3. Appeal: The student may appeal to the Chairman, Senate, whose decision will be final. The Dean(Academic)/Faculty Incharge(Academic) will report the action taken at the next meeting of the Senate.

R. 10.4 Ragging of any form is a criminal and non-bailable offence in our country and current State and Central legislations provide for stringent punishment including imprisonment. Once the involvement of a student in ragging is established, the concerned student will be dismissed from the Institution and will not be admitted into any other Institution. Avenues also exist for collective punishment, if individuals cannot be identified in this inhuman act. Every senior student of the Institute along with the parent shall give an undertaking every year in this regard and this should be submitted at the time of enrolment.

R.11.0 ATTENDANCE

- R.11.1 Students are expected to have 100% attendance in a course. However, students with minimum 85% in each course, either theory/practice, will only be allowed to appear in the end semester examinations. Students failing to meet the minimum attendance percentage will have to repeat the course when it is offered next.
- R.11.2 Details of attendance shortage of students for each course/practice should be sent to the Dean (Academic) / Faculty in-charge (Academic) through the concerned Head of the Department.

R.12.0 LEAVE RULES

- R.12.1 All M.Tech students should apply to the Head of the Department for leave, stating the reasons whenever they are not in a position to attend classes/project work. They will not be eligible for HTTA for the period of absence, if it is unauthorised leave even if they have not fully utilised the eligible leave.
- R.12.2 Students are eligible for leave of 30 days in a year which will be regularised @15 days per semester with a provision of carryover from first to second semester and from the third to fourth semester (i.e unutilized leave from the first year cannot be carried over to second year).
The intervening holidays will be treated as part of leave with provision of suffixing and prefixing holidays.

R.13.0 ASSESSMENT PROCEDURE: TESTS AND EXAMINATIONS

- R.13.1 For Lecture or / Lecture and Tutorial based subjects, a minimum of two sessional assessments will be made during the semester. The sessional assessment may be in the form of periodical tests, assignments or a combination of both, whichever suits the subject best. The assessment details as decided at the Class Committee will be announced to the students right at the beginning of the semester by the teacher.

R.14.0 END SEMESTER EXAMINATION

- R.14.1 There will be one end semester examination of 3 hours duration in each lecture based subject. In case of practice based subjects, a final examination may or may not be conducted. In the case of project, a viva-voce examination will be conducted on the completion of the project work.

R.15.0 PROJECT EVALUATION

- R.15.1 Evaluation of Project work will be taken up only after the student completes all the core as well as elective course requirements satisfactorily.

R.16.0 WEIGHTAGE

- R.16.1 The following will be the weightages for different subjects.

- a. Lecture or lecture and tutorial based subjects:
 - Sessional assessment : Minimum of 40%
 - End semester examination : Minimum of 40%
- b. Practice based subjects:
 - Sessional work: 75 to 100%
 - Final examination: , if held : 25%

R.16.2 The markings for all tests/ tutorial/ assignments (if any), practice work and examinations will be on an absolute basis. The final percentages of marks are calculated in each subject as per the stipulated weightages.

R.17.0 Make-up Examination

R.17.1 Students who have missed sessional assessments on valid reasons should apply to the Academic section indicating the reasons for the absence and the Faculty Advisor shall consider these requests suitably.

R.17.2 Students who have missed the end semester examinations on valid reasons, should make an application to the Dean (Academic) /Faculty In-charge(Academic) within ten days from the date of the examination missed. Permission to sit for a make-up examination in the subject(s) is given under exceptional circumstances like hospitalisation or accident to the student. A student who misses this make-up examination will not be normally given another make-up examination.

However, in exceptional cases of illness resulting in the students missing a make-up examination, the Dean (Academic) / Faculty In-charge(Academic) in consultation with the Chairman of the Senate may permit the student to appear for a second make-up examination.

R.17.3 For application on medical grounds, students residing in the hostels should produce a Medical Certificate issued by an Institute Medical Officer only.

Students staying outside the campus permanently/temporarily should produce a medical certificates from registered medical practitioners and the same should be forwarded by the parents/guardian for the purpose of make-up examinations.

The Dean (Academic)/ Faculty in-charge(academic) can use his discretion in giving permission to a student to take a make-up examination, recording the reasons for his/her decision.

R.18.0 Subject wise Grading of Students into Categories

R.18.1 Letter Grades

Each student is awarded a final letter grade at the end of the semester in each subject based on his/her semester performance at the end of the semester. The letter grades and the corresponding grade points are as follows.

Grade	Points
S	10 Grade points
A	9
B	8
C	7
D	6
E	4

U	0	Unqualified/Failure
W	0	Failure due to insufficient attendance in course
I	0	Incomplete (Subsequently to be changed into pass (E to S) or U grade in the same semester)

R.18.2 A student is considered to have completed a subject successfully and earned the credit if he/she secures an overall letter grade other than U or W or I in that subject. A letter grade U or W in any subject implies failure in that subject. A subject successfully completed cannot be repeated.

R.18.3 Grades are awarded on relative basis.

R.19.0 Method of Awarding Letter Grades

R.19.1 A final meeting of the Class Committee without the student members will be convened within seven days after the last day of the end semester examination.

The letter grades to be awarded to the students for different subjects will be finalised at this meeting.

R.19.2 Two copies of the result sheets for each subject containing the final grade and two copies along with absolute marks and final grade should be submitted by the teacher to the concerned Faculty Advisor for further processing.

After finalisation of the grades at the Class Committee Meeting, one copy with absolute marks and one without the absolute marks but having only the grades will be forwarded by the Class Committee Chairman to the Dean (Academic)/Faculty In-charge(Academic).

One copy with absolute marks, the final grade will be sent to the Head of the Department in which the course is offered.

R.20.0 DECLARATION OF RESULTS

R.20.1 The letter grades awarded to the students in each subject will be announced in the Institute web site soon after the final Class Committee meeting.

R.20.2 **The W grade once awarded stays in the record of the student and is deleted when he/she completes that subject successfully later.** The grade acquired by him/her will be indicated in the grade card of the appropriate semester with an indication of number of attempts made in that course.

R.20.3 **'U' grade obtained by the student will be deleted in the grade card when he/she completes that subject successfully later. Further, the number of attempts made by the student in that course, will be indicated in the grade card.**

R.21.0 RE-EXAMINATION OF ANSWER PAPERS

R.21.1 As a process of learning by students and also to ensure transparency, the answer scripts after correction of class tests, minor (s), assignments etc., will be shown to the students within two weeks from the date of test/examination. The performance of the students in minors will be discussed in the Class Review Committee.

R.21.2 In order to ensure transparency in the evaluation of scripts of end-semester examination, those answer scripts also shall be shown to the students up to one day before the finalization

of grades. Once the Grades are finalized, the student will no longer have any right to verify his/her answer scripts.

R.21.3 The student can appeal to DAAC for any arbitration within 20 days from the date of official publication of results in the Institute Website.

R. 21.4 Disposal of Answer Scripts

Answer scripts related to a course shall be preserved by the faculty for a period of 6 months from the date of announcement of results. After this period, the same shall be disposed of as scrap by the institute.

R.22.0 COURSE REPETITION

R.22.1 A student securing 'U' or 'W' grade in any core subject has to repeat it compulsorily when offered next.

R.22.2 A student securing 'U' or 'W' grade in any elective subject has to repeat the course when offered next or he/she can register another equivalent elective course in order to get a successful grade.

R.23.0 GRADE CARD

R.23.1 The grade card issued at the end of the semester to each student will contain the following:

- a. the credits for each course registered for that semester.
- b. the letter grade obtained in each course
- d. the total number of credits earned by the student upto the end of that semester.
- e. the semester grade point average (SGPA) of all the courses taken in that semester.
- f. the Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester till the current semester is shown in the final semester grade card.

R.23.2 The Grade Point Average (GPA) will be calculated by the formula.

$$GPA = \frac{\sum_i C_i \times GP}{\sum_i C_i}$$

Where C_i = credit for the course, GP = the grade point obtained for the course and ΣC is sum of credits of the courses that are successfully completed in that semester.

For the cumulative Grade Point Average (CGPA), a similar formula is used except that the ΣiC_i is the sum of credits in all the courses taken in all the semesters completed upto the point of time, including those in which the student has secured U or W grades.

- R. 23.3. No class/division/rank will be awarded to the students at the end of the M.Tech programme. The formula for conversion of CGPA to percentage is $CGPA \times 10$.

R.24.0 PROJECT WORK IN INDUSTRY OR OTHER ORGANISATION

- R.24.1 Students who desire to do their project work in industries/R&D organizations, may be permitted to carry out their project work in such organisations during the third/final semester.
- R.24.2 A departmental committee shall examine the requests from such students, and fix:
- An internal guide (a faculty member of the institute) along with an area of project work and
 - External guide (Scientists or Engineer in the Industry).
- R.24.3 The above details should be submitted to the Dean (Academic)/ Faculty In-charge (Academic) through the Head of the Department for further processing.
- R.24.4 The students who are permitted to do the project work in an industry will have to pay the tuition and other fees to the Institute for the third and fourth semester as well.
- R.24.5 Students who do their project work in Industry/R&D Organizations, are permitted to draw stipend only from one source.

R.25.0 HALF-TIME TEACHING ASSISTANTSHIP

- R.25.1 Students who are qualified for M.Tech admission through valid GATE score and are admitted as full time students of the Institute, will be eligible for the award of the HTTA notified by the Institute from time to time.
- R.25.2 Self-financing foreign nationals are not eligible for HTTA.

R.26.0 ELIGIBILITY FOR THE AWARD OF M.TECH DEGREE

- R.26.1 A student shall be declared to be eligible for the award of M.Tech degree if he/she has
- Registered and successfully completed all the core courses and the project.
 - Successfully acquired the minimum number of credits prescribed in the curriculum of the given stream within the stipulated time.
 - No dues to the Institute, Library and Hostels and
 - No disciplinary action pending against him/her.
 - For students visiting Universities abroad under Exchange programme the following will be followed for credit transfer:

The credits / grades obtained from the university where the student has done courses will

be indicated in the grade card.

Institute transcripts should only indicate the courses, credits and grades completed at IIITDM and the courses and credits (without grades) done in other Universities in a particular semester.

The CGPA calculation based on credits done at Institute alone is to be considered for award of prizes.

The credits earned at Universities abroad will be considered for calculation of minimum required credits for award of degree

R.26.0 The final award of the Degree must be recommended by the Senate and approved by the Board of Governors of the Institute.

R.27.0 POWER TO MODIFY

Notwithstanding all that has been stated above, the Senate has the right to modify any of the regulations from time to time.