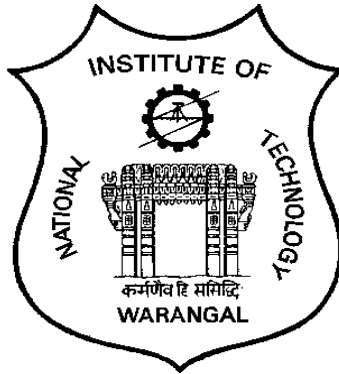


NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL



RULES AND REGULATIONS FOR
MASTER OF BUSINESS ADMINISTRATION
MASTER OF COMPUTER APPLICATIONS
MASTER OF SCIENCE (TECH)
MASTER OF SCIENCE
PROGRAMMES

Effective for batches admitted in 2017-18 and onwards

**NATIONAL INSTITUTE OF TECHNOLOGY
PG (SCIENCE, MCA and MANAGEMENT)
RULES and REGULATIONS**

1. INTRODUCTION:

Provision of these regulations shall come into force with effect from the academic year 2017-18 and shall be applicable to all M.Sc., M.Sc.(Tech), MCA and MBA courses (unless otherwise stated) offered by the Institute.

1.1 These programmes are offered in the following specializations by the respective departments as listed below:

Department	Program	Specialization (s)
School of Management	MBA	
Computer Science and Engineering	MCA	
Physics	M.Sc. (Tech)	Engineering Physics
Mathematics	M. Sc.	1. Applied Mathematics 2. Mathematics and Scientific Computing
Chemistry	M. Sc.	1. Analytical Chemistry 2. Organic Chemistry

1.2 The provisions of these regulations shall be applicable in any new disciplines that may be introduced from time to time.

2 ADMISSION:

Admissions are made on All India basis for all the programmes, with reservations as per Govt. of India norms. The selection criterion for admission into

- (i) M.Sc., and M.Sc.(Tech) is based on JAM
 - (ii) M.C.A. is based on NITs MCA Entrance Test (NIMCET) and
 - (iii) M.B.A. is based on CAT/ MAT score followed by group discussion and personal interview.
- Candidates seeking admission into M.Sc. and M.Sc.(Tech) should

have passed BA/B.Sc. or equivalent degree in the subject concerned from a recognized University/Institute with First Class and not less than 60% aggregate marks (of all the years) or equivalent CGPA of 6.5/10. In case of SC/ST candidates 55% aggregate marks (of all the years) or equivalent CGPA of 6.0/10 is the eligibility requirement.

- Candidates seeking admission into M.C.A. should have passed three year degree or equivalent degree from a recognized University/Institute with First Class and not less than 60% aggregate marks (of all the years) or equivalent CGPA of 6.5/10. In case of SC/ST candidates 55% aggregate marks (of all the years) or equivalent CGPA of 6.0/10 is the eligibility requirement.
- Candidates seeking admission to M.C.A. should have studied Mathematics or related subjects in their 10+2 and in their degree.
- Candidates seeking admission to M.B.A. should have completed their B. Tech. in any branch of Engineering from a recognized University/Institute with First Class and not less than 60% aggregate marks (of all the years) or equivalent CGPA of 6.5/10. In case of SC/ST candidates 55% aggregate marks (of all the years) or equivalent CGPA of 6.0/10 is the eligibility requirement.
- Eligibility and other criteria for admissions to PG courses of the Institute will be reviewed and decided by the Senate from time to time.

3. COURSE STRUCTURE:

3.1 M.Sc. programs are of 4 semester duration and M.Sc.(Tech) and MCA programmes are of 6 semesters and MBA is of 8 quarters spread over 2 years.

3.2 The total course package for these programmes will typically consist of the following components.

	Component	M.Sc. (Chemistry) M.Sc. (Mathematics) Duration: 2 Years	M.Sc. (Tech) Engg. Phys and M.C.A. Duration:3 Years	M.B.A Duration: 2 Years (8 quarters)
a)	Core	≥ 70	≥ 85	≥60
b)	Electives	≥ 18	≥ 18	≥18

c)	Mandatory (Seminar-02, Comprehensive viva- 02)	= 04	= 04	=04
d)	Project/Term Project	= 04	= 20	=12
	Total number of Credits to be offered	96 – 105	135 - 145	95- 105

- 3.3 The Departmental Board of Studies will discuss and finalize the exact credits offered for the program for the above components 'a' to 'd' as well as the syllabi of all the above programmes offered by the department from time to time and recommend the same to the Senate for consideration and approval.
- 3.4 In order to qualify for a post graduate degree of the Institute, a student is required to complete all the credits specified in the scheme of instruction for that program as approved by the Senate from time to time.
- 3.5 Minimum number of credits that a student can register in any given semester is 16. Maximum number of credits that can register in a semester is 30 inclusive of backlog subjects registered for "Study" and is 34 inclusive of backlog subjects registered for "Study" as well as "Examination" (See Rule7.7).

4. ACADEMIC CALENDAR:

- 4.1 The academic year is divided into two semesters. In case of M.B.A. program it is divided into four quarters.
- 4.2 The senate shall approve the schedule of academic activities for an academic year including the dates of registration, mid-semester and end-semester examinations, which shall be referred to academic calendar of the year. Each semester will normally be of 19 weeks, which includes End semester examinations. It may be ensured that the number of **effective teaching weeks in a semester is 16.**
- 4.3 Academic calendar declared by the Senate in the beginning of a semester shall also fix Fest dates during which all the co-curricular and extra-curricular programmes like Technical seminars / Spring Spree /Institute Fest / etc. must be organized.

5. RESIDENTIAL REQUIREMENT:

The Institute is essentially a residential one and unless otherwise exempted/permitted, every student shall be required to reside in and be a boarder of one of the *Halls* of Residence and mess to which he/she is assigned.

6. ATTENDANCE:

Following are the rules relating to attendance requirements:

- 6.1 Every student is expected to have 100% attendance in each subject in which he/she has registered at the beginning of the semester. However, condonation for shortage of attendance up to 20% (i.e., not lower than 80% aggregate attendance in any course) may be granted by the Head of the concerned Department.
- 6.2 Students not having the mandatory requirement of minimum 80% attendance in any course, shall not be permitted to appear for the end semester examination in that subject and is awarded "R" Grade in that course. Such student has to register for the course in which he/she has shortage of attendance, as and when the course is offered next.
- 6.3 A resident student must take prior permission from the corresponding warden before proceeding on leave. Failing to do so will be construed as breach of discipline and will be dealt with as per provisions.
- 6.4 A student representing the Institute in approved extracurricular activities such as Sports, Games, Cultural meets, Seminar, Workshop, Conference and Interview arranged through Training & Placement Department, NCC/ NSS Camps shall be considered as on-duty subject to a maximum of five working days in a semester. Prior permission from competent authority is required for availing on-duty permission. The period of absence can be counted as present for the computation of percentage of attendance at the end of semester.
- 6.5 Attendance for both theory and laboratory courses shall be entered before the end of each working week by the concerned faculty through faculty portal of the Institute website. Students are advised to monitor the status of their attendance through student portal of the Institute website.

7. REGISTRATION:

- 7.1 Every Student of the PG courses is required to be present and register at the commencement of each semester on the day fixed for and notified in the Academic calendar.
- 7.2 The registration will be organized departmentally under the supervision of the Head of the Department/ Coordinator of a PG program.
- 7.3 A student who does not register on the day announced for the purpose may be permitted, in consideration of any compelling reason, late registration within the first week on payment of additional late fee as prescribed by the Institute from time to time. Normally no late registration shall be permitted after the first week from the scheduled date.
- 7.4 Only those students will be permitted to register who have: (a) cleared all Institute and Hostel dues of the previous semesters (b) paid all required fees for the current semester, and (c) not been debarred from registering for a specified period on disciplinary or any other ground.
- 7.5 The students will choose the subjects for registration in consultation with the Faculty Advisor. The students may also consult the Head of the Department/Division/Centre/Section any other teacher.
- 7.6 A student who has already registered may
- (a) register for a new course in addition to the courses he/she has already registered for (OR)
 - (b) opt for a new course in place of the one already registered for with the concurrence of the faculty advisor.
- Any change of the course as permissible by sub-paras (a) and (b), above must however, be done within two weeks after registration.
- 7.7 A Student can register for a backlog subject either for (i) Study or for (ii) Examination. In case of Study, his / her previous marks are cancelled and will have to attend all classes and examinations along with next batch of students. Major changes in the time table shall not be entertained to accommodate backlog students. In case of registration for Examination, he / she will not attend the classes, but will appear only for the end-semester examinations or make-up examinations as and when they are conducted. In such a case, the student shall be awarded only P Grade, if he/she gets 40% or more marks in the end semester/makeup examination. Backlog students

registering for Study or Examinations have to submit an undertaking that they will not change the status of their registration in the subject during the semester.

8. ASSESSMENT OF ACADEMIC PERFORMANCE:

8.1 There will be continuous assessment of the performance of students throughout the semester/quarter and grades will be awarded by the subject teacher.

8.2 Each theory subject in a semester/quarter is evaluated for 100 marks, with the following weightages.

<u>Sub-component</u>	<u>Weightage</u>
Continuous Evaluation	20 marks
Mid-semester Examination	30 marks
End-semester Examination	50 marks

8.3 The mid-semester examination will be conducted after 7 or 8 weeks of instruction. The Mid semester and End semester examinations will be conducted centrally by the examination section. In case of MBA quarter mid and end examination schedule is intimated by School of Management and exams are conducted by School of Management.

8.4 For assigning marks in continuous evaluation, class test(s)/surprise test/assignment / quiz etc. may be conducted.

8.5 The mode and nature of the evaluation and the corresponding weightages must be intimated to the students at the beginning of the semester/trimester along with the lecture schedule.

8.6 Each laboratory course in a semester is evaluated for 100 marks, with the following weightages. The marks for continuous evaluation may be distributed among various components like class work performance, Lab records, Quizzes, skill tests/ assignments/ mini projects.

Sub-component	Weightage
a) Continuous evaluation marks	60
b) End Semester examination marks	40

8.7 Comprehensive Viva: The oral examination carrying 2 credits will cover the entire course of study up to the last semester / quarter. The viva voce shall be conducted by a committee constituted by the Head

of the Department. The committee will also have a faculty member from allied Department nominated by Director.

- 8.8 A Seminar Assessment Committee will be formed by the Head of the Department/Centre for the evaluation of performance at Seminars. Every student is expected to attend all the seminars of all the students of the batch held in the Department/Centre during the semester. Due weightage shall be given to a student's attendance in the overall evaluation of this requirement.

9. PROJECT WORK EVALUATION:

- 9.1 The number of credits for the project work to be carried out by a student depends on the course. In case of M.Sc., it is 4 and in case of M.B.A. it is 12 credits. In case of M.Sc. (Tech) and M.C.A. programs, project work is carried out for a full semester and it carries 20 credits. For these two programs, the minimum period for submission of project shall be 24 weeks inclusive of preceding vacation. This minimum period shall be strictly adhered to. The method of evaluation is as per the guidelines given in Appendix – I.
- 9.2 The Dissertation/Project work will be evaluated for 100 marks, with the following weightages:

Sub-component	Weightage
a) Periodic evaluation by Guide	40 marks
b) Midterm review	20 marks
c) End Semester viva-voce examination	40 marks

- 9.3 A student shall be required to submit a report on the Project work carried out by him/her. (The guidelines for preparation of the Report shall be followed by every student as per guidelines given Appendix-v.) Three/four bound copies along with a soft copy of the project work shall be submitted to the Head of the Department/Centre within the last date prescribed in the Academic Calendar for the purpose.
- 9.4 Project viva - voce will be held within the date fixed in the academic calendar and the grades will be finalized. The end semester viva-voce examination will be conducted by Director's nominee along with an evaluation committee constituted by the Head of the Department. The midterm evaluation will also be done by the evaluation committee.
- 9.5 Extension of project work beyond the deadline of submission in very special case may be granted by the Dean (Academic) on

recommendation of the department/center for a maximum period of 3 months. The viva-voce has to be completed within the extension period. The student shall not be eligible either for award of scholarship during the extension period or any medal/prize. However, if the student had been absent on medical grounds and his/her project had been extended, he/she will be eligible for award of medal or prize. If the above mentioned extension period encroaches into the next semester, the student will have to pay the tuition fee.

10. PROJECT WORK IN COLLABORATION WITH INDUSTRY:

- 10.1 A student may, with the approval of the Head of the Department/Centre, visit an industry or a Research Laboratory for data collection, discussion of the project, experimental work, survey, field studies, etc. during the project period. Projects sponsored by the industry or Research Laboratories will be encouraged and a close liaison with such organizations will be maintained.
- 10.2 A student may, with the approval of Head of the Department/Centre, do the Project work in collaboration with an industry, a Research and Development Organization. The student shall acknowledge the involvement and / or contribution of an industry, R & D *organization* in completing the project in his/her report and a certificate to this effect, issued by the supervisor from the industry/organization shall be included in the dissertation.
- 10.3 It is mandatory for all students (specially those who do their project in an Industry, R &D organization in India or abroad) to make full disclosure of all data on which they wish to base their project work. They cannot claim confidentiality simply because it would come into conflict with the Industry's or R&D laboratory's own interests. Any tangible intellectual property other than copyright of project work may have to be assigned to the Institute. The copyright of the project work itself would however lie with the student as per the IPR policy in force at the time.
- 10.4 In addition to the Supervisor from the department/center guiding the project work, a Joint Supervisor may be appointed from the Industry and Research Laboratory with the approval of the DAC (PG & R). A certificate from the joint supervisor will be included in the dissertation. A member of faculty of the Institute, who is the internal supervisor, may, if felt necessary, visit the industry or the Research Laboratory in connection with the project work of his/her student.

11.0 EXAMINATIONS:

- 11.1 A student will be permitted to submit the dissertation only if he/she completes all the courses as required in the program.
- 11.2 Student with “F” grade is eligible to appear for makeup examination(s) as and when they are conducted by the Institute.
- 11.3 A student whose performance in the project work has been unsatisfactory may be assigned additional work on the same problem or assigned a new problem. If the student is assigned additional work the student will have to complete the work and appear at the viva-voce as per the academic calendar fixed by the Senate. If the student is assigned a new problem on account of any reason, the student will have to submit the project work and complete the viva-voce by December 31 of that calendar year. The student will not be eligible for scholarship during the extended period of his stay but will have to pay project semester fees during the extended period of stay.
- 11.4 A student who has failed in the comprehensive viva-voce shall be required to present himself/herself again within a period of two months for the viva-voce on a date to be fixed by the Head of the Department /Centre.

12. EVALUATION – GRADING SYSTEM:

- 12.1 As a measure of student's performance an 8-scale grading system using the following letter grades and corresponding grade points per credit shall be followed. Grading will be done based on the total marks obtained by the student in that subject.

Letter Grade	S	A	B	C	D	E	P	F
Grade Point	10	9	8	7	6	5	4	0

Relative grading scheme shall be followed for all the PG Programs.

The norms for the award of the letter grade are as follows:

- No student can be awarded P or better grade without securing at least **40%** aggregate marks in any course.

- It is also mandatory that the student should secure at least 40% marks in the End Semester examination in the course for award of P or better Grade.
- The class average is calculated by excluding the marks obtained by F grade students.

Further, there shall be four transitional grading symbols, which can be used by the examiners to indicate the special position of a student in the subject.

- **I:** for "Incomplete assessment", when the student misses the End-semester examination on Medical grounds (see rule 13.1).
- **R:** for 'Insufficient attendance' in the course (see Rule 6.2).
- **W:** for "Temporary withdrawal' from the Institute (see rule 17)
- **X:** for "Debarred" on grounds of indiscipline/ malpractices in examinations (See rule given 18).

12.2 A Semester Grade Point Average (SGPA) will be computed for each semester. The SGPA will be calculated as follows:

$$SGPA = \frac{\sum_1^n C_i GP_i}{\sum_1^n C_i}$$

Where C_i = Credit for the course

GP_i = the grade point obtained for the course

n = Number of subjects registered for the semester.

12.3 Starting from II Semester/quarter a Cumulative Grade Point Average(CGPA) will be computed for every student at the end every semester/quarter. The CGPA would give the Cumulative performance of the student from the first semester upto the end of the semester/quarter to which it refers and calculated as follows.

$$CGPA = \frac{\sum_1^m S_i C_i}{\sum_1^m C_i}$$

Where m = total number of semesters under consideration

C_i = total number of credits registered for during a particular semester.

S_i = SGPA of the semester.

12.4 The CGPA, SGPA and the grades obtained in all the subjects in a semester will be communicated to every student at the end of every semester.

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

12.6 Transitional Grades:

- a) **About Grade I:** When a student gets “I” Grade for any subject(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated ignoring this (these) subjects. After these transitional grades have been converted to appropriate grades, the SGPA for the semester and CGPA at the end of the semester will be recalculated after taking into account the new grades.
- b) **About grades R, W and X:** When a student gets any of these transitional grades in any subject(s) during a semester, the SGPA of that semester and the CGPA at the end of that semester will be tentatively calculated by taking ‘zero point’ for these subject(s). After these transitional grades have been converted to appropriate grades, the SGPA for the semester and CGPA at the end of the semester will be recalculated after taking into account the new grades.
- c) **About Grade F:** When a student gets the 'F' grade in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only 'zero point' for each 'F' grade. After the 'F' grade has been substituted by better grades during a subsequent semester, the SGPA and CGPA of all the semesters starting from the earliest semester in which the 'F' grade has been updated, will be recomputed and recorded to take this change of grade into account.

- 12.7 Students registering for makeup examination shall be awarded only P grade, if they get 40% or more marks in the makeup examination.

13.0 THE GRADES 'I' AND 'R'

- 13.1 The grade "I" may be temporarily given to a student who is unable to appear in the end semester examination because of:
- (a) Illness or accident, which disables the student from appearing in the mid or end semester examination. This must be duly certified by the Institute Medical Officer.
 - (b) A calamity in the family at the time of the examination which in the opinion of the Head of the Department/Centre and Dean of Students Affairs required the student to be away from the campus.
- 13.2 If a student is unable to appear at minor tests examination for any of the compelling reasons mentioned above, the teacher(s) concerned may use discretion, and take a test with the same weightage.
- 13.3 A student who has been awarded grade 'I' in a subject in the end-semester examination shall have to appear the makeup examination as and when conducted.
- 13.4 A Student who has insufficient attendance in a particular subject shall be awarded grade 'R'. He/She has to re-register for that course in the subsequent semester in which it is offered.

14. MAKEUP EXAMINATION:

Students appearing in Makeup examination shall be governed by the following rules:

- 14.1 Students with "R" Grade are not eligible for writing the makeup examination.
- 14.2 Students with "F" or "I" Grade only are eligible to write makeup examination. In the case of a student who has got "I" grade, the marks obtained by the student in continuous evaluation and mid-semester examination will be added to the marks obtained in makeup examination and will be graded as per the grading used for his/ her class. In the case of a student who has obtained "F" grade in regular examination, he/ she will be awarded only "P" grade if he or she get 40% or more in the makeup examination. A student will be given only one chance to write the makeup examination. If he/ she gets "F" grade in the makeup examination,

he/she has to repeat the course whenever it is offered.

- 14.3 Makeup examination is offered only once in an academic year.
- 14.4 A student who misses the makeup examination will not be normally given another makeup examination. However, in exceptional cases such as serious illness, calamity in the family, the Dean, Academic in consultation with the Chairman of the Senate may permit the student to appear for makeup examination, provided prior permission is obtained.
- 14.5 The schedule for makeup examination is given in the Academic calendar.
- 14.6 A student can register for makeup examinations in any number of courses.

15.0 GRADUATION REQUIREMENTS:

- 15.1 In order to qualify for a PG degree of the institute, a student must have completed all the credit requirements for the degree, as prescribed by the senate with grade "P" or a higher grade in each of the subjects etc. for which the student registered in all the semesters.
- 15.2 A student who has qualified for the degree will be admitted to it only after
 - a) The student has cleared all Institute and Hostel Hall dues, if any, outstanding against the student and
 - b) The student has returned all library books borrowed by him/her and also returned instruments, apparatus issued to him in good condition.
- 15.3 A student who has passed all the courses without securing R, X, or F Grades during the period of study and with a **CGPA of 8.5 and above** is considered eligible for the award of First Division with Distinction.
- 15.4 A student failing to satisfy Rule 15.3, even if he/she gets a **CGPA of 8.5** or more will be eligible for the award of First Division only.
- 15.5 A student with a CGPA of 6.5 and above but less than 8.5 is considered eligible for the award of First Division.
- 15.6 A student with a CGPA of 5.0 and above but less than 6.5 is considered eligible for the award of Second Division.
- 15.7 A student with a CGPA of 4.0 and above but less than 5.0 is considered eligible for the award of Pass Division.

16. CONDUCT AND DISCIPLINE:

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

17. TEMPORARY WITHDRAWAL:

17.1 A student who has been admitted to PG program may be permitted to withdraw temporarily for a period of one semester or more from the Institute on account of prolonged illness/acute problem in the family provided that:

- (a) The student applies to the Institute within 15 days of commencement of the semester or from the date of last attended the classes stating fully the reasons for such withdrawal together with supporting documents and endorsement of the parent/guardian.
- (b) The institute is satisfied that, inclusive of the period of withdrawal at the student is likely to complete all the requirements for the degree within 5 years of admission to the Program.
- (c) There are no outstanding dues or demand from the Institute/Department/Centre/Hall of Residence / Library.

17.2 A student who has been granted temporary withdrawal under provisions of clause will be required to pay tuition fee and other fees for the current semester registration when the student rejoins the program.

17.3 A student shall be granted only one such temporary withdrawal during the program.

17.4 A student, who wishes to join the job, after completion of the entire course work, may be permitted to pursue his project work on part-time basis provided:

- a) Sufficient facilities are available in the organization where he/she is working
- b) There is a competent supervisor in the organization
- c) The minimum period for submission of dissertation work shall be double the amount of the balance period.
- d) The dissertation of such a part time student shall be under the guidance of two supervisors, one from the organization and the other from the Institute.

18. MALPRACTICES:

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

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

Sl.No	Nature of the Malpractice	Punishment
1	Taking out of the examination hall answer booklets, used or unused.	Fine of Rs. 1000/- per paper. In case of used answer booklets, in addition to the above, the candidate shall be awarded an F Grade in that subject.
2	Verbal or oral communication to neighboring students even after warning.	Taking away the answer script asking the student to leave the hall.
3	Possession of any incriminating material inside the examination Hall (Whether used or not) For Example: Written or Printed materials, bits, writings on scale, Calculator, Hand Kerchief, Dress, Part of the body and hall Ticket etc., Possession of Cell phones, Programmable Calculator, Recording Apparatus or any unauthorized electronic equipment. Copying from neighbor Exchange of Question Papers and Other Materials with some	In case of Mid /Sessional examination, award zero marks. In case of End semester examinations, award F Grade. The candidate may be allowed to write make-up examination.

	answers	
4	Possession of answer book of another candidate. Giving answer book to another candidate.	The candidate shall be awarded F Grade in that particular subject.
5	Misbehavior in the examination hall (Unruly conduct, threatening the invigilator, or any other examination officials. Involved in malpractice for the second or subsequent times of serial number 2–4.	Cancellation of all theory examinations registered in that semester and further debarred from continuing his/her studies for one year (Two subsequent semesters). However the students are permitted to appear for makeup examinations up to the last semester during the debarred period.
6	Cases of Impersonation	<ul style="list-style-type: none"> a) Handing over the impersonator (outsider) to the police with a complaint to take appropriate action. b) Cancellation of all examinations (All papers registered) for the bonafide for whom the impersonation was done and further the bonafide student will be debarred from continuing his/her studies and writing all examinations for two years. c) If a student of this institute is found to impersonate a bonafide student, the impersonating students will be debarred from continuing his/her studies and writing all examinations for two years.
7	Physical assault causing injury to the invigilator or any examination officials.	Rustication from the Institute.

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

19. STUDENT APPRAISAL:

It is mandatory for every student to submit the feedback on each and every course, he has undergone, at the end of every semester.

20. CHANGE OF REGULATIONS:

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