

# **NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA**

## **ORDINANCE-I ACADEMIC PROGRAMME (Post Graduate)**



**ORDINANCE – I**  
**ACADEMIC PROGRAMME**  
**(Post Graduate)**  
**INDEX**

<b>Sl No.</b>	<b>Content</b>	<b>Page No</b>
A	General	2
B	Definitions	2
C	Curriculum Structure 1) Curriculum Structure 2) Syllabus 3) Approval of Curriculum Structure and Syllabi 4) Period of Candidature	(5 – 6) 5 5 5 5
D	Admission, Enrolment, Continuance of Studies and Release 1) M.Tech Admission 2) M. Sc. Admission 3) Reservation of Seats 4) Filling up of Reserved Seats Remaining Vacant 5) Admission of Newly Selected Candidate into a Programme 6) Fees 7) Student's Roll No. 8) Procedure for Transfer with Migration 9) Semester Enrolment and Course Registration 10) Transfer of Credits from Other Institutions 11) Class Attendance 12) Release of a Student from the Institute 13) Readmission/ Temporary Discontinuation of Course 14) Refund of Caution Deposit 15) Internship	(6 – 12) 6 7 8 8 8 8 8 9 9 9 10 11 11 11 11
E	Evaluation and Grading 1) Lesson Plan & Evaluation Plan 2) Evaluation Procedure 3) Practical Examination 4) Suspension of Classes During Examination 5) Absence from Examination 6) Grading 7) PG Project Extension Guidelines 8) Semester Grade Point Average (SGPA) 9) Cumulative Grade Point Average (CGPA) 10) Submission of Grades 11) Transparency in Grading 12) Appeal for Grade Change 13) Custody of Answer Scripts 14) Academic Probation 15) Clearing of Probation 16) Classification 17) Conversion of CGPA to Percentage 18) Grade Card and Consolidated Statement of Grade 19) Eligibility for Award of Degree	(12 – 17) 12 12 13 13 13 13 14 14 14 15 15 15 15 15 15 16 16 17 17
F	Leave Rules	17
G	Power to Modify	18
H	Forms/Annexures	19

## A. General

1. **Title:** It specifies the Academic Postgraduate (PG) Programmes of in NIT Meghalaya and embodies the regulations relating to these academic Programmes.
2. **Date of enforcement:** The Regulations embodied in this ordinance-1 shall come into force with effect from the academic session 2014-15 onwards.
3. **Extent of application:** This regulation shall apply to students seeking admission and admitted to the postgraduate degree Programmes in the Institute.
4. **Interpretation:** Subject to such advice as may be given by the Board of Governors or the Senate, the decision of the Director shall be final and no suit, application, petition, revision, or appeal shall lie in any authority outside the Institute in respect of interpretation of this Ordinance and any other matter not covered within this regulation.
5. **Regulation for extra-ordinary situation:** Any matter which is not covered by the provisions of the clauses of the Regulations or is beyond the purview of this regulation may be considered by the Senate depending on the merit of the cases and for any case which may be referred to the Senate by the Deans/Registrar.
6. **Last date:** Normally the last date for any purpose shall be the date as declared to be so. However, in the event of the declared last date turning out to be a non-working day for any unforeseen reason, the immediate next working day shall be treated as the last date.

## B. DEFINITIONS

1. **Academic Year:** The Academic Year of the Institute shall ordinarily be from July to June. It shall consist of two semesters. There may also be a Summer Term during the Summer Break. It may, however, be modified by the Senate if needed.
2. **Semester:** A semester shall consist of approximately 16 weeks. There are two regular semesters in an academic year, Autumn semester shall extend from the month of July to December and the Spring Semester shall extend from the month of January to May” (R6/SENATE-XVII/19)
3. **Academic Calendar:** The Academic Calendar specifying the schedule of academic activities such as enrollment, course registration, commencement of instructions, examinations, etc. and indicating the duration of semester shall be prepared and notified by the Dean of Academic Affairs with the approval of the Director for each academic year, preferably one month ahead of the beginning of each academic year. The Academic Calendar shall also include co-curricular and extra-curricular activities of the students such as the sports meet, cultural meet etc. Students’ holidays also shall be indicated in the Academic Calendar.
4. **Semester Break:** There shall be a break at the end of each semester as specified in the Academic Calendar only for MSc Programme.
5. **Course:** A course is a unit of instructions or segment of a subject area under any discipline. Each Programme shall comprise of a set of courses. Each course shall have a Course Title as appropriate to its content and a Course Code. The Course Code shall be of the format- CCNNN where CC shall be a 2-character code for the department offering the course and NNN shall be a 3-digit numeric code. The courses shall be said to be of levels depending upon the numeric code as follows:

Course Level	Code Range	Course Type
400	401 – 499	Theory and Labs
500	501 – 599	Theory and Labs
600	601 – 699	Project

The level of a course shall be decided by the depth and/or specialization level of a course. The middle digit-0 specifies course type is core other digit 1 specifies electives offered in first/second semester. Digit-2 specifies electives offered in second semester similarly middle digit-5 specifies Core subject Labs. The elective labs are added +1 to the middle digit 5. The third digit specifies whether its odd/even semester is. The zero level courses shall be non-credit courses.

- 6. Academic Programme:** An Academic Programme, or simply, a Programme shall comprise of a set of Courses as specified in its Curriculum Structure. Completion of the set of courses by a student prescribed for a Programme shall lead to award of a Degree, a Certificate to the student in the Programme concerned.
- 7. Credit:** Each course offered shall carry a specified credit depending upon the quantum of work involved in the course. A one Credit course shall imply the quantum of work done corresponding to 1 hour of theory class or 2 hours of laboratory/ field work or 4 hours of research every week for 16 weeks during a semester in the course. One Credit for a seminar course shall be the quantum of work done in a semester for presentation of a seminar of 1 (one) hour duration.
- 8. Credits Earned:** The total credits earned by a student during a Programme is the sum of the credits specified for the courses completed by the student securing pass grades.
- 9. Credit Requirement:** PG degree Programme shall have a minimum specified credit requirement. The minimum credit requirements shall also be specified separately for different categories of courses, e.g. Core Course, Elective Course etc. A student will need to earn the minimum specified credit(s) for each category of courses to be eligible for the award of the degree.
- 10. Core Course:** Core courses and Core labs shall consist of those courses which a student must take as compulsory requirement for a particular Programme in which the student is enrolled.
- 11. Departmental Elective:** Departmental Electives and labs are elective courses offered by the department running the Programme. A student enrolled in the Programme may choose courses from the set offered as per the requirements of the Programme.
- 12. Open Elective:** Open Electives are courses offered in the Institute from disciplines not directly related to the Programme. The students of a Programme are allowed to register for some such courses to enable them to widen their breadth of knowledge/skills.
- 13. Credit Course:** These are Core or Elective Courses that are registered by a student during a semester to be taken into account for the credits earned by him/her.
- 14. Audit Course:** A student may take some courses which he/ she does not want to include in the list of courses that are to be taken into account for the credits earned by him/ her. Such courses are registered as Audit (non-credit) courses. The grades earned in the audit courses do not affect the performance score of the student.
- 15. Major Discipline:** Major discipline is the discipline of the Degree Programme in which a student is enrolled.
- 16. Supporting Discipline:** Supporting discipline(s) are those in which a student shall take courses, besides courses of the major discipline, as recommended by the Counseling/Advisory Committee as part course of studies for the Programme. The nature and content of the courses shall be such that these will support the students' major field of studies and/or research work.
- 17. Pre-requisite Course(s):** It is the set of courses which a student must undergo to acquire the necessary background knowledge for registering for a given course. Normally a student will earn credit for such a course. But if a Post-Graduate student is to undergo any undergraduate course as a pre-requisite he will not earn any credit for the course. The student shall have to earn an 'S' (Satisfactory) grade in the course.

**18. Foundation Course(s):** The foundation course(s) are those that are not considered part of a Programme but are required to be taken by a section of the students of the Programme as they have a deficiency in the background knowledge/skill required for undergoing the Programme. The students shall not earn any credit for such courses, but he/she will need to earn an S (Satisfactory) grade for the course(s). The Foundation Course requirements of a student shall be decided by the Departmental Advisory Committee (refer clause E.1).

**19. Intake Capacity:** For each of the Programmes there shall be a limit on the number of students that can be admitted in a session. Subject to revision from time to time, the Board of Governors, on the recommendation of the Senate, shall determine and prescribe reservation of seats, maintaining consistency with the Govt. of India rules, for admission into different degree/diploma/certificate Programmes of the Institute.

**20. Scholarships:** MoE scholarships for M.Tech and MCM scholarships for MSc, as applicable, shall be issued to the eligible students.

**21. Academic Committees:**

i. **Academic Programmes Committee (APC):** The Academic Programmes Committee (APC) shall be constituted by the Chairman, Senate with the HoD or HoD nominee from each department as member and the Dean of Academic Affairs Dean (AA) as its Chairman. PICs and AR (AA) may be invitees for APC. The APC shall assist the Senate in formulating the Curriculum Structures, deciding on new academic Programmes and such other policy matters related to the academic Programmes. R9 (b)/SENATE-XVIII/19

ii. **Departmental Academic Committee (DAC):** Each department shall have a Departmental Academic Committee with the Head of the Department as its Chairman, all the faculty members of the department as its members, and a faculty member from another department as external member. The external member shall be chosen by the Chairman for a period of two year at a time. In addition to advising the Head of the Department on various matters it shall be the responsibility of the DAC to monitor the progress of the courses of the Programmes during the semester. The DAC shall meet at least three times during a semester- once before the starting of the classes, once in the middle and once at the end. R4(1a)/SENATE-XXII/20.

iii. **Internal Quality Assurance Committee (IQAC):** The IQAC shall monitor and improve the overall Academic Quality in the Institute. R9(C)/SENATE-XVIII/19

iv. **Programme Evaluation Committees (PGPEC):** The PGPEC are Programme Evaluation Committees with crucial academic responsibilities.

**i) Responsibility:**

The Committees shall analyze the examination results in respect of each course under the concerned Programme and provide suggestions to ensure fairness and transparency in grading before the declaration of semester results.

**ii) Composition:**

PG-Programme Evaluation Committee (PGPEC)	
Dean (AA)	Chairperson
Dean (SW)	Member
Chairman, IQAC	Member
Sr. Faculties of Departmental Research Groups <i>(to be nominated by the HoDs)</i>	Members
PiC-PG & R (AA)	Convenor

*Note: The Senior Faculties nominated by the HoDs should not appear in both the PECs. Term of the Committee Members shall be two (2) Academic Years. R7(b)/SENATE-XXV/21*

**22. Faculty Advisors:** Faculty Advisors shall be appointed to take responsibility of all the academic issues faced by the allotted batch of students, till course completion, such as matters related to admission, course registration, examination, attendance, etc. The students shall first approach their respective Faculty Advisors for guidance on any academic matters before bringing the matter to the HoDs or the higher authority. The Faculty Advisors shall monitor the status of the students of the department under probation and provide counselling. The Faculty Advisor shall prepare a course registration plan (with reduced load per semester where necessary) for a student for his/her entire remaining duration of the Programme once he/she enters probation. Afterwards, the Faculty Advisor shall monitor the progress of the student and make changes in the course registration plan as and when appropriate while the student is under probation. The student shall submit this plan containing changes, if any, to the Head of the Department every semester while under probation, within the last date for withdrawal of courses. R7a(iii)/SENATE-XXVI/21

### C. CURRICULUM STRUCTURE

- 1. Curriculum Structure:** There shall be a well-defined curriculum structure for each of the academic Programmes in the Institute which shall have the approval of the Senate. The curriculum structure shall specify the following:
  - i. The minimum and maximum allowed period of candidature,
  - ii. The minimum credit requirements of the Programme in total, for the core courses, and for the different categories of electives,
  - iii. The lists of the courses under the different categories specifying the credit, contact hour load in terms of L-T-P (Lecture, Tutorial, Practical) breakup and the prerequisite(s) of each course,
  - iv. The maximum credit load allowed per semester for a student.
  - v. The semester wise distribution of the courses shall be guided by the prerequisite specification of the individual courses. There may however be a model semester wise distribution of the courses which shall not be binding.
- 2. Syllabus:** There shall be a syllabus for each course offered which shall have the approval of the Senate. The syllabus shall consist of the broad topics of theory and/or practical work that are to be covered in the course. It shall also specify the credit and contact hour load, prerequisites and the list of text and reference books for the course.
- 3. Approval of Curriculum Structure and Syllabi:** The curriculum structure and the syllabi of the different academic Programmes shall be recommended by the Departments and recommended by IQAC and approved by the Senate from time to time. Proposal for any change in the curriculum structure and the syllabi shall also be routed through the Academic Programmes Committee, for approval by the Senate. The updated syllabi should be all times instantly updated in the Institute website by the respective departments.
- 4. Period of Candidature:**

SI no	Programme	Minimum duration	Maximum duration
1.	M.Tech (Full-time)	2 years	4 years
2.	M.Tech Sponsored (Full-time)	2 years	4 years

3.	M.Tech Sponsored (Part time)	3years	5 years
4.	M.Sc Programme	2 years	4 years

- I. **M.Tech Sponsored (Full-time):** Shall have to avail a minimum 1-year leave from the duration of the course work of M.Tech Programme from the parent organization for attending the classes as a regular student of the institute. The minimum duration of the Programme under this category is of 2 years and the maximum allowable duration shall be of 4 years
- II. **M.Tech Sponsored (Part-time):** The minimum duration of this Programme under this category is of 3 years, (includes two years of course work and one-year project work) and maximum allowable duration shall be of 5 years. Classes for M.Tech sponsored part-time Programme will be conducted preferably during the evening hours of working days and weekends.

#### D. ADMISSION, ENROLMENT, CONTINUANCE OF STUDIES AND RELEASE

##### 1. M.Tech Admission:

**i) Admission Mode through CCMT:** Admission to M.Tech. Programme will be held through CCMT for Gate qualified candidates. The Vacant Seats after CCMT Admissions will be offered as under:

- a. Through Institute Mode for GATE qualified candidates. **(R3/SENATE-XLIX/25, in continuation from R7/SENATE-XXXIII/23)**
- b. Through Institute Mode for M. Tech Self - Sponsored (Full-Time). **(R3/SENATE-XLIX/25, in continuation from R7/SENATE-XXXIII/23)**
- c. Through Institute Mode for M. Tech Sponsored (Part-Time).
- d. **(R3/SENATE-XLIX/25, in continuation from R7/SENATE-XXXIII/23)**
- e. Through Final Direct Admission for B.Tech Graduate Students of NIT Meghalaya.  
Detailed guidelines ([Click here](#)) uploaded separately under “Ordinances & Regulations”. **R19.2SENATE-XLVIII/25**

Admission to the above categories shall take place every year in July. The advertisement shall be issued in the institute website in May/June. There shall be a written test / Interview that will be conducted by the institute for each discipline. Performance in written test/ personal interview will be the basis for the selection to M.Tech. Programme.

**ii) Eligibility:** (Institute Website may be referred for detailed/latest criteria)

**a) M.Tech (Full-Time) under CCMT Admissions and through Institute Mode for GATE qualified candidates:** BE/ B. Tech. in relevant branch of engineering or a master’s degree in science in relevant discipline/ Computer Application with at least 60% marks/equivalent grade and a valid GATE score is eligible.

- **M.Tech in CSE:** Must have B.E./B.Tech in relevant branch, with 60% or 6.5 CGPA (out of 10) with 60% or 6.5 CGPA (out of 10) for Gen/EWS/OBC, and 55% or 6.0 CGPA (out of 10) for SC, ST & PwD candidates. Mathematics is compulsory in 10+2 level.
- **M.Tech in Fluids and Thermal Engineering:** Must have B.E./B.Tech in relevant branch, with 60% or 6.5 CGPA (out of 10) for Gen/EWS/OBC, and 55% or 6.0 CGPA (out of 10) for SC, ST & PwD candidates. Mathematics is compulsory in 10+2 level.

- **M.Tech in Power and Energy Systems:** Must have B.E./B.Tech in relevant branch, with 60% or 6.5 CGPA (out of 10) for Gen/EWS/OBC, and 55% or 6.0 CGPA (out of 10) for SC, ST & PwD candidates. Mathematics is compulsory in 10+2 level.
- **M.Tech in Structural Engineering:** Must have B.E./B.Tech in relevant branch, with 60% or 6.5 CGPA (out of 10) with 60% or 6.5 CGPA (out of 10) for Gen/EWS/OBC, and 55% or 6.0 CGPA (out of 10) for SC, ST & PwD candidates. Mathematics is compulsory in 10+2 level.
- **M.Tech in VLSI and Embedded Systems:** Must have B.E./B.Tech in relevant branch, with 60% or 6.5 CGPA (out of 10) with 60% or 6.5 CGPA (out of 10) for Gen/EWS/OBC, and 55% or 6.0 CGPA (out of 10) for SC, ST & PwD candidates. Mathematics is compulsory in 10+2 level.

**b) M.Tech Sponsored (Full-Time):**

Eligible candidate working nearby the feasible location can apply for the Programme is sponsored by an industry of repute/ R&D organization/ higher academic institution/government organization. They must have two years of regular experience in the current organization after completion of B.E/B.Tech or equivalent, as Scientist/officer/Engineer/ technical staff etc, in the discipline for which admission is sought for in the M. Tech Programme on a full-time basis. R3(iv-b)/SENATE-XXIX/22

The candidates under this category shall have to avail a minimum 1-year leave from the duration of the course work of M.Tech Programme from the parent organization for attending the classes as a regular student of the institute.

**c) M.Tech Sponsored (Part-Time):**

i. Candidate under this Programme should be a professional, including staff of NIT Meghalaya/employee from R&D organization /higher education institution within Meghalaya. He/She must have two years of regular experience in the current organization after completion of B.E/B.Tech or equivalent, as Scientist/officer/Engineer/ technical staff etc. in the discipline for which admission is sought. R3(iv-b)/SENATE-XXIX/22

ii. The sponsored candidates must have a Bachelor's degree in Engineering/Technology with the minimum CGPA/percentage obtained in the Bachelor's degree in Engineering/Technology to be set at 6 CGPA or 55%. or a Master's degree with at least 60% marks (6.5 CGPA) in the appropriate discipline of science or equivalent. Relaxation of 5% marks / 0.5 CGPA is applicable for SC/ST/PWD candidates. GATE qualification shall not be essential for taking admission into the Programme.

iii. The sponsored candidates should produce a sponsorship certificate in the prescribed format certified by the employer to get admitted into M.Tech Sponsored (Full-time) Programme.

iv. The sponsored candidate's age should not be more than **45 years**.

v. The detailed guidelines for M.Tech Sponsored candidates (Annexure A )

vi. The detailed guidelines for Employees of NIT Meghalaya applying M.Tech Sponsored Programme (Annexure B)

**d) M.Tech (Full Time) through final year/pass out B.Tech Students of NIT Meghalaya:**

Direct provision without exam for final-year/pass out B.Tech students of NIT Meghalaya to enrol in M.Tech programme, subject to the seat availability after CCMT counselling. Minimum CGPA requirement for these applicants will be 7 CGPA for Gen & OBC category and 6.5 CGPA for SC & ST category without any backlog in B.Tech. programme. R1/SENATE-XL/24

## 2. M. Sc Admission

**i) Admission Mode:**

**a) Through CCMN:** Admission to M.Sc. Program will be held through CCMN for JAM qualified candidates.

**b) Through Institute Mode:** The vacant seats after CCMN (Year) counselling will be filled through Institute mode. *(R3/SENATE-XLIX/25, in continuation from R7/SENATE-XXXIII/23)*

**ii) Eligibility Criteria for Admission into M.Sc. Programme:** (Institute Website may be referred for detailed/latest criteria)

- **M.Sc. in Chemistry:** Must have Chemistry as Honours/Major in B.Sc. with 60% or 6.5 CGPA (out of 10) for Gen/EWS/OBC, and 55% or 6.0 CGPA (out of 10) for SC, ST & PwD candidates Mathematics is compulsory in 10+2 level.
- **M.Sc. in Mathematics:** Must have Mathematics or Statistics as Honours/Major in B.Sc. with 60% or 6.5 CGPA (out of 10) for Gen/EWS/OBC, and 55% or 6.0 CGPA (out of 10) for SC, ST & PwD candidates. Mathematics is compulsory in 10+2 level and also in all semesters of UG.
- **M.Sc. in Physics:** B.Sc. in Physics or Applied Physics (Honours/Pass) or in Electronics (Honours/Major) with Physics minor with Mathematics as one of the subsidiaries in B.Sc. Must have 60% or 6.5 CGPA (out of 10) for Gen/EWS/OBC, and 55% or 6.0 CGPA (out of 10) for SC, ST & PwD candidates Mathematics is compulsory in 10+2 level. In case, result of qualifying degree is awaited, provisional admission will be permitted to a candidate subject to meeting above minimum academic requirements latest by September of the Year. The Institute reserves the right to cancel admission due to non-fulfillment of eligibility criteria mentioned above.

- 3. Reservation of Seats:** Subject to revision from time to time, the Board of Governors, on the recommendation of the Senate, shall determine and prescribe reservation of seats, maintaining consistency with the Govt. of India rules, for admission into different degree/diploma/certificate Programmes of the Institute.
- 4. Filling up of Reserved Seats Remaining Vacant:** If any seat reserved either for SC or ST remains unfilled, then the unfilled seats reserved for SC candidates should be filled by admitting ST candidates and vice versa. After carrying out the above exercise if any reserved seats are left unfilled under any category these shall be thrown open for general competition and admission.
- 5. Admission of Newly Selected Candidate into a Programme:** A candidate selected for admission to a degree Programme shall be admitted on payment of the requisite fees on specified date(s) of admission. In the event of the failure of such a candidate to pay dues on the specified date(s) and time the student shall forfeit the seat and the seat falling vacant shall be filled up from the waiting list in the order of merit, if applicable. A candidate must be present in person at the place of admission/ enrolment for necessary advisement and orientation on such date(s) as may be notified.
- 6. Fees:** The fees and other charges etc. to be paid by the candidates shall be decided by the Academic Council from time to time and the same will be incorporated in the fee structure and uploaded in the Institute website.
- 7. Student's Roll No:** A student admitted to an academic Programme shall be allotted a Roll Number, which will be used for his/her entire Programme, at the time of admission. It shall be a 8 character string of 4 fields with the format:

## **PYYDDNNN**

Where the fields are-

P- Programme	e.g.	T for M. Tech, S for M.Sc
YY - Year of Admission	e.g.	12 for 2012
DD - Discipline	e.g.	CS for CSE, EC for ECE, EE for EEE, PH for Physics, etc.
NNN - 3 Digit Serial No.	e.g.	001, 002 etc.

**8. Procedure for Transfer with Migration:** For transfer of a student from the Institute, he/she shall have to apply along with Clearance Certificate and deposit the necessary fees. The Registrar shall issue a Migration Certificate to the student.

### **9. Semester Enrolment and Course Registration:**

**i. Pre-Registration:** Before the end of every semester, as specified in the Academic Calendar, each department shall declare the courses to be offered in the following semester. Each of the students who are to continue in the Programme in following semester shall fill-up a pre- registration form indicating the courses he/ she intends to register for in that semester.

**ii. Enrolment:** At the beginning of every semester a student shall enroll himself/ herself by filling-in the prescribed Enrolment cum Course Registration Card and paying the prescribed fee for the purpose in person on the date(s) specified along with the necessary clearance certificate. The date of enrolment can be extended by the Dean of Academic Affairs for a period not exceeding 7(seven) days with a late fine. Under extraordinary circumstances arising due to serious illness, natural calamities, bandhs resulting in restriction of movement of the students, the Dean may allow such student to take admission in absentia within the prescribed period. However, in case of serious illness, certificate from District Medical Officer and in case of natural calamities/ bandhs certificate from the Deputy Commissioner/Sub-Divisional Officer (Civil) must be produced. No further extension of time shall be allowed under any circumstance.

**iii. Course Registration:** The student shall register for the course/ project/ research work(s) for that semester by filling-in the registration form. A Faculty Advisor appointed by the Head of the Department shall assist the student in the selection of the courses for the semester. The registration form duly signed by the student and countersigned by the faculty advisor and the HoD shall be submitted to the Assistant Registrar (Academic). One copy each of the forms shall be made available to the Dean of Students Welfare, Head of the Department, and the student concerned. The student may be allowed for Semester/Course Registration under any Programme along with the fine amount of Rs. 3000/- till last fine date as per academic calendar. The registrations are not to be allowed after the last date of registration with fine, unless under extreme conditions and upon prior approval of the Authority. A separate notification prior to every semester shall be published.

**iv. Maximum Credit per Semester:** The upper limit on the number of credits a student can register in a semester shall be 25.

**v. Addition/ Deletion/ Conversion of Courses:** A student shall be allowed to make changes in the list of registered courses in the form of addition, deletion, or conversion (Audit to Credit or vice-versa) of courses up to a date specified in the Academic Calendar.

### **10. Transfer of Credits from Other Institutions:**

A student having completed some course work of an equivalent Academic Programme in another *Institute of National Importance/ Centre of Excellence/ Institution having an MOU with NIT Meghalaya* enrolls or already enrolled in a Programme at NIT Meghalaya, may apply for transfer of the course credits of the courses completed in the other institute provided that the following requirements are met:

- i. The courses in question are relevant to and of the same level as that of the Programme at NIT Meghalaya in which the student is enrolled.
- ii. The NIT Meghalaya equivalence of the grades, and the equivalence of the credits shall be worked out for the concerned Institute by a committee appointed by the Senate.
- iii. There shall not be a break of more than one year between the undergoing of the courses concerned at the institute where these have been done and enrollment at NIT Meghalaya.
- iv. Total transferred credit does not exceed 25% of the total minimum credit requirement of the Programme at NIT Meghalaya.
- v. Production of a Migration/ Transfer Certificate from the Institute concerned.
- vi. The candidate may apply in prescribed format to the concerned Head of the Department for the credit transfer. The Head shall forward the same to the Dean of Academic Affairs with the recommendation of the Departmental Advisory Committee (DAC). The Dean shall forward the application with his/ her recommendations to the Director for his/ her approval.
- vii. The DAC shall also recommend the exemption in the period of candidature (if any) of the student taking into account the credits transferred.

## 11. Class Attendance:

- i. **Maintenance of Record:** In each course the teacher concerned shall maintain record of the students' attendance in the prescribed Attendance Register and submit the record to the Head of the Department along with the grade sheet. The HoD shall monitor the attendance of all the courses offered by the department. The teacher shall have the Attendance Register scrutinized by the HoD twice during the semester who shall report the matter to the Dean of Academic Affairs in case of any adverse situation.
- ii. **Minimum Attendance Requirement:** A student shall be required to maintain a minimum attendance separately for the theory and the practical components in each course and the number of missed classes to be allowed for courses are as follows:

Course Credits	Max no of classes	Lower limit of missed classes allowed(25%, under normal cases)	Upper limit of missed classes allowed (40%, under medical ground)
4 credit course	48	12	19
3 credit course	36	9	14
2 credit course	24	6	10

A student failing to attain the minimum attendance shall not be allowed to appear in the end-term examination and shall be awarded "W" grade in that course. It shall be the responsibility of a student to ensure that his/her attendance requirement does not fall short of the minimum.

In Lab courses, a student must perform minimum 7 numbers of experiments and must attend the quiz for the grade award to the corresponding lab. In case, the student fails to perform any experiment on the stipulated time schedule of class routine, he/she must perform the experiment at any other time with the consent of corresponding course instructor during the same semester period. A student must attain minimum 75% attendance in the lab classes failing which grades would not be awarded.  
R7a(ii)/SENATE-XXVI/21

- iii. **Condonation of Attendance:** The Dean of Students Welfare (DSW), on the recommendation of the Departmental Advisory Committee (DAC), may condone shortage in attendance to the extent of 15(fifteen) percent in exceptional circumstances as given below.
- a. **Authorized absence under official directives:** The DSW on the recommendation of the HoD may permit a student to represent the Institute in important Inter Institutional or Inter Departmental event(s) or selected event(s) at the State or National level. The period for which the student is deputed for the above shall be treated as authorized absence under official directive and be treated as leave. The DSW as well as the student concerned shall, however, ensure first that minimum attendance requirement shall not fall short of Upper limit of missed classes allowed. The DSW shall notify the name(s) of such student(s) to the Head(s) of concerned Department(s) for conveying the information to the teacher(s) concerned for record.
- b. **Serious illness:** If a student is prevented from attending classes owing to serious illness, the student concerned/guardian shall submit an application along with a Medical Certificate from the District Medical Officer, and recommendation from the Hostel Warden (in the case of hosteller) or from Registered Medical Practitioner (in the case of day scholar) within 3 days from the date of his/ her falling ill. The medical certificate must clearly state the period for which the student was advised treatment and rest. Such application shall be addressed to the DSW who may grant leave for those days of absence and inform the heads of the departments.
- c. **Death of a close relative:** If a student fails to attend classes due to death of parents/guardian, brothers, sisters, spouse or children, he/she shall intimate the DSW and HoD within 3(three)days. Under no circumstance the condonation is extended for attendance falling below 60 percent.
- iv. **Notification regarding class attendance:** The record of class attendance for every course shall be maintained by the concerned teacher(s) till 3 days prior to the date of commencement of the end-term examination and the names of the students whose percentage of attendance falls short of the prescribed minimum shall be notified two days prior to the commencement of the end-term examination with intimation to the HoD/ DAA/DSW. Attendance record shall be notified every month. R10(b)/SENATEXX/19

## **12. Release of a Student from the Institute:**

A student who wants to leave the Institute during or after a semester or on completion of his/her Programme shall be officially released by the Assistant Registrar(Academic) on production of clearance certificates in a prescribed form and return of the Identity Card by issuing a release order. The Institute reserves the right to cancel the admission of any student and ask him to discontinue studies at any stage of his career on grounds of unsatisfactory academic performance, unsatisfactory attendance or undisciplined behavior.

## **13. Readmission/ Temporary Discontinuation of Course:**

The maximum duration for temporary discontinuation of course under any Programme is two semesters that may be allowed only with prior approval of the Competent Authority. The student should register and pay for all the semesters even during temporary discontinuation of the Programme for continuation of studentship. However, upon re-joining the student should complete the Programme within the maximum period allowed for the Programme as per the Academic Ordinance. R11/SENATE-XVII/19. He/she must also produce a Gap Certificate from the District Police Authorities or an Affidavit specifying his/ her occupation during the gap period. If allowed readmission, the credits earned by the student earlier shall be credited to him/her. In case of change in the curriculum structure of the Programme during the break period, the relevance of the earlier completed courses and the equivalent credit for the courses shall be worked out by a committee constituted by the Dean(AA).

**14. Refund of Caution Deposit:**

- a. Refund of caution money shall be made to a student only after completion of his/ her Programme and upon submission of prescribed forms. Refund of caution money shall be made against application in the prescribed form and on production of the Release Order.
- b. The claim for refund of caution money shall be entertained only after the Convocation but within 06 (six) months from the date of the Convocation, failing which, the caution deposit amount will be forfeited.
- c. The caution money shall not be refunded if a student leaves the Programme prematurely or did not join or attend any class after admission. R7a(i)/SENATE-XXVI/21

**15. Internship:**

- a. The summer vacation will constitute a part of the 3rd semester. A student will carry out a Internship/Mini Project (Non Credit Compulsory Course) during the summer vacation. The summer project consists of internship in industry or an R&D institution, or an assigned project work in the Institute) will carry 2 credits which will be counted in the 3rd semester.
- b. The summer project (either in-house or industrial) will be assigned and monitored by the student's thesis supervisor. It may be related to the thesis topic or may be an independent work, to be decided by the thesis supervisor. The topic and place of work will be decided before the middle of the Spring Semester.
- c. There is no summer or winter vacation for M.Tech students.
- d. 2nd year M. Tech students may be allowed for internship of more than 2 months or may even be allowed to complete the Project Work outside the Institute subject to the following conditions: R15(a)/SENATE-XVII/19
  - i. On strong recommendation of allotted supervisor via DAC.
  - ii. A Co-Supervisor must be allotted from the Organization where the student will be carrying out his/her Internship. The student will have to appear for all the progress seminars and viva voce examination at the Institute in the presence of Supervisor(s). Further, the scholar will have to provide an undertaking stating whether he/she is receiving any stipend from the other organization. He/She will be allowed to avail only one scholarship.
- e. Online-Internship of the Students: (R10/SENATE-XXIII/20)

The students to avail online internship opportunities for a period of more than 8 weeks provided he/she can carry out the internship work without hampering the regular academic activities and also fulfils the requisite attendance required to appear the examinations, but upon approval of the Competent Authority.

**E. Evaluation and Grading:****1. Lesson Plan & Evaluation Plan**

The faculty member(s) who is (are) assigned to teach a course in a semester shall prepare a lesson plan and an evaluation plan for the course which shall be presented before the DAC or a Sub Committee constituted by it before the commencement of the semester. The lesson plan shall consist of the class wise list of the topics to be covered, the books to be followed and the list of experiments to be carried out. The evaluation plan for a course shall specify the evaluation components for the course during the semester with their weights. The lesson plan and the evaluation plan for each course shall be made available to students by the concerned faculty

within the first week of commencement of the semester. The evaluations plan of each of the courses offered shall also be notified by the concerned Head of the Department.

## 2. Evaluation Procedure(R(3.3)/SENATE-XXXV/23)

- i. Complete evaluation and award of grades shall normally be done by the faculty members teaching the course.
- ii. With the approval of the Competent Authority, there may be Moderation Committees for question papers setting and answer-scripts evaluation.
- iii. The evaluation scheme is as under:

Total Marks: 200 Marks

1) Internal Assessments	a) Class Tests (Min 2)	15%
	b) Assignments/Quiz/Surprise Tests	10%
2) Mid Term Exam		25%
3) End Term Exam		50%

- iv. Relative grading system to be followed.

### Conduct of Examinations

- i. End-term, Mid-term examinations and the Class Tests shall be conducted as per the Academic Calendar.
- ii. The duration of the theory examinations shall not exceed as below:
  - Mid-term ::2hours :: 6 consecutive working days for a set
  - End-term ::3hours :: 6 consecutive working days for a set

## 3. Practical Examinations:

As per the continuous evaluation for various lab courses, each course will be evaluated out of total 100 marks. The different components like quiz test, viva voce, demonstration, mini project, etc may be decided by the Course Instructor at the beginning of the semester. The weightage of each component may be informed or notified to the students. R14 (3)/SENATE-XVIII/19Lab Courses need continuous evaluation which should be proposed by the concerned instructor based on the number of experiments. However, one final lab exam shall be conducted at the end of the semester. The evaluation scheme is as under: R10(a)/SENATEXX/19

Lab Course	Total Marks: 100
Continuous Evaluation	(Marks may be distributed based on the number of experiments and remaining 30 marks on other components)

4. **Suspension of Classes during Examinations:** The classes shall remain suspended during the period of class-tests and mid-term and end-term examinations. Classes shall ordinarily be suspended 3(three) days prior to the date of commencement of the end-term theory examinations.
5. **Absence from Examination:** A student's grade in a course shall be marked if he/she is absent from an end-term examination of that course under any of the following circumstances:
  - i. Death of a parent/spouse/child/brother/sister/first cousin.
  - ii. His/ her serious ailment requiring bed rest as certified by District Medical Officer.
  - iii. He/ She is representing the Institute on official directives of the Institute authority.

- iv. The student is away and cannot return to the place of study due to circumstances beyond his/her control. A certificate to this effect from an Executive Magistrate must be produced on return to the place of study.
- v. The “I” grade shall be converted to a normal grade as specified in Clause E.8 below.

**6. Grading:** Relative grading shall be followed for the grading of the students based on the performance as per the evaluation scheme and Letter Grades shall be awarded. The teacher shall decide on the highest & lowest grades to be awarded to a batch based on the overall performance of the batch in the course.

**III. Letter Grades & Grade Point:** A Letter Grade signifies the level of standard of qualitative/quantitative academic achievement, which a student attains in a particular course/research work. Each of the letter grades shall represent a Grade Point as tabulated below. The letter grades AA to DD shall be considered as Pass grades and FF shall be considered as Fail grade.

Letter Grade	Grade Point	Description
AA	10	Outstanding
AB	9	Excellent
BB	8	Commendable
BC	7	Very Good
CC	6	Good
CD	5	Average
DD	4	Marginal
FF	0	Poor

In addition, there shall be other grades as stated below:

Letter Grade	Status	Remarks/ Context
I	Incomplete	Assigned in case any evaluation component remains to be completed due to an extraordinary situation faced by the student. The students awarded I grade should register for the same courses in the corresponding odd/even semester and if the same is not offered, the student can opt for equivalent courses upon recommendation from the Departmental Academic Committee (DAC) and subsequent approval of Chairman, Senate.R4(1b)/SENATE-XXII/20
X	Extended Project	Assigned in case Project Work remains incomplete and the work is extended to the following semester.
S	Satisfactory	Assigned against satisfactory performance in case of Non-Credit courses.
U	Unsatisfactory	Assigned against unsatisfactory performance in case of Non-Credit courses.
W	Withdraw	Assigned if a student withdraws from a course after the last date for withdrawal of courses.

## 7. PG Project Extension Guidelines:

- i. **If the project work is extended for a short duration of 1 or 1.5 months**, then his/her project work shall be evaluated by inviting the same external examiner and the result declaration should be made along with the Institute Summer Term/Special Exam Result which is notified in the Academic Calendar. The scholar may be permitted to receive the scholarship up-to the maximum period of 2 (two) years from the date of his joining the Programme.
- ii. **If the project is extended beyond 1.5 months**, then the scholar must register the same course by paying the semester fee. The project work shall be evaluated, and the result shall be processed to declare in the next semester. During this additional Semester, the student shall

not be paid any scholarship.

- iii. **If a student joins in a job before the completion of the project work**, then the duration of the Programme may be extended by 1.5 times the remaining number of days or by a maximum of one semester upon approval of the Competent Authority. R8(c)/SENATE-XXV/21

- 8. Semester Grade Point Average (SGPA):** It is the weighted average of grade points secured by the student in the credit courses taken by him and is given by the expression:

$$SGPA = (1/ C_t \sum_{i=1}^n C_i GP_i)$$

where, n is the number of credit courses registered and passed by the student during the semester, GP is the grade point secured by him/ her in the course with a credit value of  $C_i$  and  $C_t$  is the total credits earned in the semester.

- 9. Cumulative Grade Point Average (CGPA):** It is the accumulated weighted average grade point of a student over the semesters starting from his/ her joining the Programme taking into account all the credit courses registered and passed by him/her.

$$CGPA = (1/ C_t) \sum_{i=1}^N C_i GP_i$$

where, N is the total number of credit courses registered and completed by the student with pass grade over the semesters starting from his/ her joining the Programme, GP is the grade point secured by him/her in the course with a credit value of  $C_i$  and  $C_t$  is total credits earned till the semester.

- 10. Submission of Grades:** The teacher concerned shall submit the final grades of the students for a course to the office of the Academics through the Head of the Department within one week of completion of the end term examination of the course.

- 11. Transparency in Grading:** Prior to submission of the grades, within 5(five) days of completion of the end term examination of the course, the course instructor shall display the assessment marks as per academic calendar on the departmental notice boards for viewing by the students. In case of any discrepancy found or clarification desired in the asses, the students must approach the concerned faculty member within 24 hours of display of the assessment marks and mid-term. The teacher shall make available the details of the marks along with the evaluated answer scripts and shall clarify the queries raised by the student after PGPEC meeting.

The teacher shall make the evaluated answer scripts of the mid-term examination, class test and quizzes conducted and evaluated assignments available to the student concerned for his/ her perusal. The student shall return these with a signature on each after going through them.

- 12. Appeal for Grade Change:** In case a student is not satisfied with the grade awarded to him/her in a course, he/ she may apply to Dean (AA) with his/ her grievance within 15 days from the date of starting of immediate next semester after publication of result. Based on the merit of the case, Dean (AA) shall ask the concerned HoD for re-evaluation or justification/explanation by the concerned faculty member of his/her Department. The report of the faculty along with the comments from the HoD will be placed before the concerned PEC. PEC's recommendation will be forwarded to the Senate Chairman for approval. R7/SENATE-XV/18

- 13. Custody of answer scripts:** The evaluated answer scripts bearing the signatures of the students shall be kept in the custody of the faculty member concerned till the end of the next semester. After that the same can be disposed of.
- 14. Academic Probation:**  
A student shall be placed on Academic Probation under the following situations:
- The CGPA of the student falls below the critical limit of 5.0.
  - The student secures an *FF* grade in any of the Core Courses.
  - The student fails to complete the Programme in the minimum number of semesters prescribed for that Programme.
- 15. Clearing of Probation:** Following points are for clearing of probation and extra course registration:
- Max Credits allowed to register in a semester including backlog courses cannot exceed 25 credits. However, in addition, lab courses and project works may be allowed beyond 25 Credits on approval of the Chairman, Senate.R4(IV-b)/SENATEXIX/19
  - If a student has backlog courses of 18 credits or more, he/she shall first register the backlog courses and then only the student can register for the current semester courses provided the total credits does not exceed 25 credits.
  - The student can register for backlog courses which are floated in the current semester. For these courses, continuous evaluation will be done during the semester. In such cases, contact hours may be relaxed on recommendation of the course instructor. If the student has already acquired internal assessment and midterm marks, the Faculty Advisor may guide him/her to appear only for the end-term exam. Otherwise he/she has to go for continuous evaluation depending on the marks obtained.
  - A student may register for prerequisite backlog course in parallel to the semester courses. However, only on clearing the pre-requisite course, the result of the semester course will be considered into account. R14 (4)/SENATE-XVIII/19
  - The student on probation will get a chance to improve his/ her DD grade(s) by registering the course(s) in the summer term or may register the course(s) as a remedial course in the subsequent semester if the Faculty Advisor recommends (Max credits allowed to register in a semester will still imply). Continuous evaluation will be done for that course during that semester. R4 (a)/SENATE-XXIV/21
  - Backlog Courses (which the student had registered in the past):** The student can register for backlog courses which are floated in the current semester under the following cases:
    - If the student has acquired mid-term and internal assessment marks for a backlog course(s) in the previous semesters but failed or could not appear the end term exam, he/she may register for the course and appear for end term exam only. The internal marks should be verified by the Course Instructor and Faculty Advisor and entered in the Course Registration Form. The student can register for such courses beyond the maximum limit of 25 credits per semester, upon approval of the Competent Authority.
    - If the student has only internal assessment marks and does not have mid-term marks then this may be treated as extra course registration and next point below to be followed.
  - Extra Courses (for which the student had never registered in the past):** If the student is registering for an extra course which he/she had not registered previously due to pre-requisite not cleared or any other reason, then he/she must register for continuous evaluation and attend all the classes. In the above cases (vi & vii), the Faculty Advisor may allow the student to register for the courses only if Time Table permits. Preference may be given to clear extra courses. **R12/SENATE-XX/19**
  - Special Exam for Pass Out Batch with Backlogs: R8/SENATE-XXXIII/23**
    - Special Exam will be only for PG students of pass-out batches having backlog courses.
    - Students may register provided he/she had acquired mid-term and internal assessment marks for the backlog courses.
    - For registration of backlog courses under special exam, students have to pay Rs. 5,000/- (General / OBC) and Rs. 3,000/- (SC / ST) for each course.

**16. Classification:** After successful completion of the Programme, degrees will be awarded as per the following classifications based on the CGPA.

- i. Candidates who successfully complete the Programme within the minimum stipulated period for the Programme getting a CGPA of 8.5 and above, passing all the courses in the first appearance will be declared to have passed in *first class with distinction*. For this purpose, authorized break of study (vide regulation D.7) will not be counted.
- ii. Candidates who get a CGPA of 6.5 and above, but below 8.5 will be declared to have passed in *first class*.
- iii. Candidates who get a CGPA of below 6.5 and complete the course within the maximum prescribed period after joining the Institute will be declared to have passed in *second class*.

**17. Conversion of CGPA to percentage.** The new method for conversion of CGPA to percentage from 2019 admission onwards is,

$$\% \text{ Secured} = (\text{CGPA} \times 10) - 5$$

**The students who were admitted before 2019 may follow the old method,**

$$\% \text{ Secured} = (\text{CGPA} \times 10)$$

A certificate mentioning the same has been uploaded in the Institute website for the benefit of students who require a certificate on the conversion of CGPA to percentage while seeking admission at other Institutes. **R14 (5)/SENATE-XVIII/19**

**18. Grade Card and Consolidated Statement of Grades**

- a. After the declaration of results of a semester the Controller of Examinations shall issue a Grade Card to each of the students. The Grade Card shall contain the grades obtained in the different courses registered by him/ her, the SGPA, CGPA and the total credits earned till that semester.
- b. At the successful completion of the Programme, all candidates will be provided with a consolidated statement of grades containing the following particulars:
  - i. List of all the courses successfully completed by the student during the entire Programme along with the credit structure of each course and the grade secured in each,
  - ii. Total credits earned,
  - iii. The CGPA awarded,
  - iv. Classification (First class with **honors** / First class/ Second class)

**19. Eligibility for Award of Degree:** For a student to be eligible for award of the relevant degree for the Programme he/ she must satisfy the following:

- a. Must obtain a pass grade in each of the Core Courses of the Programme.
- b. Must earn the minimum credits under the various categories of courses as specified in the curriculum structure of the Programme concerned.
- c. Must secure a minimum CGPA of 5.0.
- d. Minimum Credit Requirement:

M.Tech Programme	
Core Courses	15
Elective Courses	12
Laboratory Courses	6
Review Work	2
STW	2
Technical Report	2
Project Work	25
<b>Total</b>	<b>64</b>
M.Sc Programme	

Core Courses	47
Elective Courses	15
Scientific Writing & Seminar	1
Project	12
<b>Total</b>	<b>75</b>

## **F. Leave Rules (M.Tech only):**

### **1. Personal Leave (20 days):**

The student shall be eligible for 20 days of leave in a year with the approval of the head of the department at the recommendation of his/ her faculty adviser. To avail leave the scholar will be required to apply in advance in prescribed form. A maximum of 5 days of such leave is allowed to avail at a stretch if a student having any teaching assignment. Form 1-A to be used for this purpose. The exclusion of Saturdays, Sundays or holidays falling between the leave period is considered provided if the leave period is not greater than 5 days at a stretch.

### **2. Medical Leave:**

Scholar can avail medical leave. Medical leave will be considered on case to case basis with the approval of the Head of the Institute on recommendations of the Supervisor/Faculty Advisor/HoD/Dean (AA). Form 1-C to be used for this purpose. A Scholar can avail maximum medical Leaves in a year is 15 days.

### **3. Academic Leave:**

PG Students can avail maximum 20 days of Academic Leaves in the final year but after the completion of 2nd Semester and on recommendations of the Supervisor/HoD/Dean (AA) and subsequent approval of the Competent Authority. (Form 1-B to be used for this purpose.) R3(c)/SENATE-XXXI/22

### **4. Financial Assistance:**

For Conference/Workshop/Training Programme (in India) the following financial support will be available from the Institute:

- i. Student Registration fee will be reimbursed.
- ii. Students are allowed to travel by train, bus and shared car, 3AC train fare by shortest route
- iii. Students are allowed to avail ₹. 450/-(Rupees Four hundred and fifty) only per day for accommodation for the days of Conference/ Workshop/ Training Programme, plus one day.
- iv. All the expenditure will be reimbursed on submission of relevant signed documents along with certificate, after attending the Conference/Workshop/Training Programme, etc.
- v. Attending Conference/Workshop/Training Programme will require pre-approval from the Authority and must be forwarded by the supervisor/advisor of the Ph.D Scholar through HoD.(Refer to Form-XIIIA)
- vi. Financial Support for attending Conference/Workshop/Training Programme by Ph.D Scholars is limited to a maximum ceiling amount of Rs. 10, 000/- only, during the final year of the PG Programme, upon submission of bills (Form-XIIIB).
- vii. Academic Leaves should be availed to attend such events. R3(c)/SENATE-XXXI/22

## **G. POWER TO MODIFY**

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.

## **Minimum Credit Requirement:**

<b>M.Tech Programme</b>	
Core Courses	15
Elective Courses	12
Laboratory Courses	6
Review Work	2
STW	2
Technical Report	2
Project Work	25
<b>Total</b>	<b>64</b>

<b>M.Sc Programme</b>	
Core Courses	47
Elective Courses	15
Scientific Writing & Seminar	1
Project	12
<b>Total</b>	<b>75</b>

**Form– A1 No-Objection Certificate for M.Tech Sponsored (Full-Time) Programme**  
**(This should be typed on the letter head of the sponsoring Organisation)**

To,  
The Director  
National Institute of Technology Meghalaya  
Shillong -793003

**Subject: Sponsoring of an Employee for M.Tech. Programme – July 20...**

Dear Sir,

We hereby sponsor the candidature of Shri / Kum / Smt. .... who is an employee of our Organisation since DD/MM/YYYY for joining M.Tech. Programmes in .....Engineering Department at your institute as a full-time candidate.

It is certified that he/she has completed 2 (Two) years of service in our organization/ institute as a regular employee. We shall fully relieve him/her of his/her duties in the Organisation during the entire course work period and the M.Tech. Programme to enable him/her to devote full time to studies.

.....  
**Signature and Seal of**  
**Sponsoring Authority**  
**(Name and Designation of Authority)**

**Form A2 - No-Objection Certificate for Part-Time category**  
**(This should be typed on the letter head of the sponsoring Organisation)**

Reference No. ....

Date:.....

To,  
The Dean (Academic Affairs)  
National Institute of Technology Meghalaya  
Shillong -793003

**Subject: No-Objection Certificate**

Dear Sir,

We have no objection if Mr./Ms.....an employee in our organisation, is admitted to the M. Tech. Programme in .....at your institute as a part-time student.

It is certified that he/she has completed 2(Two) years of service in our organization/ institute as a regular employee. We shall relieve him/her of his/her duties in the organisation during the two years of the M. Tech. Programme whenever needed as per the requirement of the enrolled Programme

.....  
**Signature and Seal of**  
**Sponsoring Authority**  
**(Name and Designation of Authority)**

**Rules for M. Tech Sponsored(Full-time /Part-time ) Candidates:**

1. During the interview and admission, candidates are required to produce the self-attested and original copy of certificates of educational qualifications and requisite category certificate. (Sponsored ship from the organization)
2. The candidates must produce all the required documents at the time of reporting in concerned departments of NIT Meghalaya for admission otherwise, their candidature will not be considered.
3. Appointment letter issued by the current employer and Experience Certificate of last two years.
4. Candidates under M.Tech Sponsored (Full-time) must submit sponsorship cum Sponsored letter (Form-A1) from the employer by stating that the candidate is being sponsored with leave during course work.
5. Candidates under M.Tech (Part-Time) must submit No objection certificate (Form A2) from the concerned department/ section with the approval of Competent Authority.
6. A Candidate admitted under this M.Tech Sponsored full-time Programme is required to attend classes at NIT Meghalaya with regular candidates as scheduled by the department.
7. After successful completion of course work, a sponsored student shall have to do their projects in their parent institute with two supervisors: The Principal supervisor from NIT Meghalaya and the Co-supervisor from the employee parent organization to complete the project work.
8. Candidates shall be governed by as per academics ordinance and regulations of NIT Meghalaya.
9. Project work can be completed at their workplace/Organisation upon allotment/consent of Co-Supervisor from the Organisation.
10. Hostel will be provided by the Institute to Sponsored (Full Time) candidates.
11. The students should be allotted a Supervisor from the Institute and a Co- Supervisor from the parent Organisation under M. Tech Sponsored (Full Time) Programme, the students must be granted one year leave by the organisation in order to attend regular classes during course work. The student may shift to the parent organization during the 2nd year for carrying out the project work. The students should be allotted a Supervisor from the Institute and a Co-supervisor from the parent Organisation.
12. Candidates joined under M.Tech (Part-time) need to attend the classes as per the schedule of the Programme at the institute. There is no additional leave, nor any incentives will be payable to the candidates.
13. After successful completion of course work, M.Tech( Part-Time) shall have to do their projects in their parent institute with two supervisors: the principal supervisor from NIT Meghalaya and the Co-supervisor from the employee parent organization to complete the project work. In the case of a part-time student from NIT Meghalaya, he/she may opt, one supervisor.

**Employees applying for M.Tech. Sponsored (Fulltime/Part-time) Programme:**

The Institute Employees applying for M.Tech. Sponsored (Fulltime/Part-time) Programme of the Institute, a draft modality on the criteria for Employees of the Institute is proposed as under: National Institute of Technology Meghalaya will encourage its regular employees to pursue M.Tech. Sponsored (Full-Time/Part-time) Programme in the appropriate area, subject to fulfilling the following conditions:

1. The minimum qualification required for applying into the Programme shall be as per advertisement and norms of the Institute.
2. The minimum work experience required is two years of regular service at NIT Meghalaya.
3. An employee shall have to apply through proper channel. The concerned department/section shall forward his/her application to the Academic Section for necessary approval of the Competent Authority.
4. The maximum number of seats for Institute employees shall be fixed at 2 per department/section/centre
5. The maximum age limit is 45 years.
6. The admission procedure shall be the same as M.Tech (Part-time) category.
7. The fee structure shall be the same as Full -Time category.
8. The Institute shall not bear any kind of expenses/semester fees of the employee for pursuing higher study.
9. M. Tech. (Part-Time) the Programme shall follow the same curriculum as that of the full-time category.
10. The minimum duration of the course shall be kept the same for both the categories (Sponsored & Institute Employee), i.e. 3 years, of which, two years of course work should be compulsorily attended at the Institute. The maximum allowable duration shall be of 5 years.
11. Classes may be conducted preferably during the evening or weekends.
12. After successful completion of the M.Tech. Sponsored (Part-Time) Programme, the employee cannot claim any additional financial benefits from the Institute.
13. The minimum period that an employee is required to serve in the Institute after completion of the M. Tech. (Part-Time) Programme shall not be less than the minimum duration of the M. Tech. (Part-Time) Programme. An employee has to submit an undertaking at the time of application.
14. The following components shall be waived for the employees of the Institute who have been selected for admission under Sponsored category (R5/SENATE-XXVIII/22);

<b>Sl. No</b>	<b>Fee Component</b>	<b>Amount (Rs.)</b>
1	Library Fees	1,500
2	Internet Fees	1,000
3	Laboratory Fees	1,500
<b>Total Amount to be Waived (Rs.)</b>		<b>4,000</b>