

REGULATIONS

M.TECH



(Amendment incorporated upto 23.03.07)

KALASALINGAM UNIVERSITY
ANAND NAGAR, KRISHNANKOIL-626 190
VIRUDHUNAGAR DISTRICT, TAMIL NADU

CONTENTS

	Page
REGULATIONS	
R.1.0 Admissions	4
R.2.0 The structure of M.Tech Programme	5
R.3.0 Faculty Adviser	6
R.4.0 Class Committee	6
R.5.0 Registration and Enrollment	7
R.6.0 Contact Courses	8
R.7.0 Minimum Requirement to continue with the Programme	9
R.8.0 Maximum Duration of the Programme	9
R.9.0 Discontinuation from the Programme	9
R.10.0 Discipline	10
R.11.0 Attendance	10
R.12.0 Leave Rules	11
R.13.0 Assessment Procedure – Tests and Examinations	11
R.14.0 End Semester Examinations	11
R.15.0 Project Evaluation	11
R.16.0 Weightages	12
R.17.0 Make-up Examinations	12
R.18.0 Subject wise grading of students into categories	13
R.19.0 Method of awarding grades	13
R.20.0 Declaration of results	14
R.21.0 Course repetition	14
R.22.0 Grade Card	14
R.23.0 Project work in Industry or other organization	15
R.24.0 Half-time Teaching Assistantship	15
R.25.0 Eligibility for the award of M.Tech Degree	16
R.26.0 Power to modify	16

REGULATIONS

R.1. Admission

R.1.1 (i) The eligibility criteria for admission including the minimum GATE/KUPGEE score, required for admission as full time students with Half Time Teaching Assistance (HTTA) or as sponsored or other candidates will be decided by the Academic Council.

(ii) The Academic Council of the University will decide on the number of seats for various specializations / Departments / Centres. Seats are reserved for Scheduled Caste (SC), Scheduled Tribe (ST) and physically challenged candidates as per the Government of India rules. However, to be considered for admission they should have valid GATE/KUPGET score and satisfy other Academic Council requirements.

(iii) The Post-graduate Admissions Committee constituted by the Chairman, Academic Council will decide on the operational aspects of selection of candidates based on the criteria laid down by the Academic Council.

R.1.2 (i) Candidates who have **valid GATE** (Graduate Aptitude Test in Engineering) score or Kalasalingam University Post Graduate Entrance Examination (**KUPGEE**) score are eligible to apply for M.Tech programme offered by the Kalasalingam University (KU), as full time scholars on University HTTA.

(ii) Candidates sponsored under **Quality Improvement Programme (QIP)** or other similar programmes are also eligible to apply.

(iii) Candidates **sponsored by the industries**, established institutes / Research and Development organizations / National laboratories are also eligible to apply.

(iv) **Foreign nationals** whose applications are received through **Indian Council or Cultural Relations**, Government of India are also eligible to apply. Foreign nationals also eligible under self-financing scheme for which applications are invited through their embassy.

R.1.3. Announcements for M.Tech Admission will be made by the Kalasalingam University and the candidates should apply in the prescribed form on or before the specified dates to be announced by the University.

R.1.4 If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Director (Academics) may revoke the admission of the candidate and report the matter to the Academic Council.

R.1.5 In all matters concerning selection of candidates, the decision of the Chairman, Academic Council or his nominee viz. Chairman, Post Graduate Admissions Committee is final.

R.1.6 In addition to satisfying the conditions given in the Information Brochure for M.Tech Admission sent along with the application forms, the selected candidates should satisfy the other admission requirements indicated in the letter of offer of admission and then only will be admitted to the M.Tech programme after payment of the prescribed fees. However, if at any time the Director, Academic Courses finds any of the requirements not fulfilled by the candidate, the Director may revoke his/her admission to the programme.

R.2.0 Structure of the M.Tech Programme

R.2.1 The programme of instruction for each stream of specialization will consist of

- (i) Core courses (Compulsory)
- (ii) Elective courses
- (iii) Project work

The student may be required to give one or more seminars and undergo industrial / practical training during the programme.

R.2.2 The complete programme will be of **4 semesters duration**. The academic programmes in each semester may consist of course work and/or project work as specified by the Academic Council for each specialization. **The total contact hour is normally about 32 hours per week.**

R.2.3 Every stream of specialization in the programme will have a curriculum and syllabi for the courses approved by the Academic Council. The curriculum should be so drawn up that the minimum number of credits for successful completion of the M. Tech programme of any stream is **not less than 64**.

R.2.4 Credits will be assigned to the courses based on the following general pattern:

- (i) One credit for each lecture period
- (ii) One credit for each tutorial period
- (iii) One or two credit(s) for each laboratory or practical session of three periods
- (iv) Credit for the seminar, project work and industrial / practical training will be as specified in the curriculum approved by the Academic Council.

R.2.5 A student will have to register in all the core courses listed in the curriculum of his/her selected area of specialization and successfully complete all of them.

However the Departmental Consultative Committee may grant permission to a student not to register for some of the core courses and substitute them by some other

courses depending on the courses successfully completed by the student in the undergraduate programme,

This has to be intimated to and approved by the Director (Academics).

R.2.6 Electives will have to be taken from the courses offered by the Department in that particular semester from among the list of approved courses.

However, the departments can permit selection of electives other than those listed against the Department, provided they have relevance to the area of specialisation and subject to the approval of the Faculty Adviser.

R.2.7 On some specializations students may be permitted to register for a maximum of two electives from B Tech courses. The concerned departments will identify such courses and get prior approval of the Academic Council.

R 2.8 The medium of instruction, examinations, seminar and project reports will be in English.

R.3.0 Faculty Adviser

R.3.1 To help the students in planning their courses of study and for getting general advice on academic programme, the concerned Department will assign a certain number of students to a Faculty Member who will be called as Faculty Adviser.

R.4.0 Class Committee

R.4.1 For I and II semester of M.Tech course, specialization wise class committees will be constituted by the Heads of the Departments as follows:

- (i) Course teacher/ co-ordinators of all the subjects (not covered under R.4.2) with registration not less than five,
- (ii) One Professor preferably not offering courses for the class as Chairman and
- (iii) Four student members or 20% of the class strength, whichever is less
- (iv) Faculty Adviser - Ex-Officio Member

R.4.2 Common class committee for Mathematics and Humanities courses of I and II M.Tech will also be formed if the courses open to all engineering departments are offered by the above two departments. These committees will be constituted by the Heads of Mathematics/Humanities department as follows:

- (i) Course teacher of all subjects,
- (ii) One Professor preferably not offering courses for the class as Chairman and
- (iii) Four student members.

R.4.3 The basic responsibilities of the class committee are:

- (a) To review periodically the progress of the classes to discuss problems concerning curricula and syllabi and the conduct of the classes.

- (b) The type of assessment for the course will be decided by the teacher in consultation with the class committee and will be announced to the students at the beginning of the semester.
- (c) Each class committee will communicate its recommendations to the Head of the Department and the Director (Academics).
- (d) The class committee without the student members will also be responsible for the finalisation of the semester results.

R.4.4 The class committee is required to meet at least twice in a semester once at the beginning of the semester and another time after the end-semester examination to finalise the grades.

R.5.0 Registration and Enrolment

R.5.1 For the first semester every student has to enroll and register for all the courses of the concerned specialization of study.

R.5.2 For the subsequent semesters, registration for the courses is to be done by the Students during a specified week before the end semester examination of the previous semester. The registration form will give details of the core and elective courses, project and seminar to be taken in a semester with the number of credits. The concerned Faculty advisers will guide the students in the registration process.

The course category should be as approved by the Academic Council. The student should consult his/her Faculty Adviser for the choice of courses. The registration form is then filled in triplicate and signed by the student and the Faculty Adviser.

R.5.3 During the final project semester, students are not normally permitted to register for courses. However, students who are short of a few credits required for the degree may be allowed by the Director (Academic) to register for one or two ELECTIVE courses ONLY (under self study or contact courses scheme) along with the project under the specific recommendation from the Head of the department. In such cases the project duration may have to be extended beyond the normal period suitably.

However, **the M.Tech HTTA will be paid for a maximum period of 24 months only**, as per the existing Government of India rules.

R.5.4 **Late enrolment** will be permitted with a fine of Rs.2500/-upto two weeks from the last date specified for registration.

R.5.5 From the second semester onwards, **all students have to enroll on a specified day at the beginning of a semester**. A student will become eligible for enrolment only if he/she satisfies R7.1 and in addition he/she has cleared all dues to the University, Hostel and the Library upto the end of the previous semester and also he/she is not debarred from enrolment by the Discipline and Welfare Committee (vide R.10 2).At the time of enrolment a student can drop a course registered earlier and also substitute it by another course for valid reasons with the consent of the Faculty Adviser.

R.5.6 **Withdrawal from a course registered** is permitted upto two weeks from the date of commencement of the semester. Substitution by another course is not permitted. The number of courses remaining registered after withdrawal should enable the student to earn the credits required to continue the studies as indicated under R.7.0. Courses withdrawn will have to be taken when they are offered next, if they belong to the list of core courses (compulsory courses).

R.5.7 In extraordinary circumstances like medical grounds, a student may be permitted by the Director (Academics) to withdraw from a semester completely. **Normally a student will be permitted to withdraw from the programme only for a maximum continuous period of two semesters.**

R.6.0 Contact Courses

R.6.1 A Contact Course will be offered during the regular semester or summer by a Department only

- (i) to final year students who have obtained "**U**" **grade** in that subject
- (ii) the subject is **hard core** and
- (iii) a teacher who is **willing to offer** this course is identified by the department

R.6.2 **No student should register for more than two contact courses during the semester.**

R.6.3 The contact course will not be offered if a semester OR a summer course is offered on the same subject during that period.

R.6.4 Such final year students, who are desirous of contact courses, should make representations to the Director (Academics) well before the commencement of the semester in which the contact course is to be taken.

R.6.5 The assessment procedure for the contact course (regarding attendance and weightage in examinations) shall be the same as for the subject when offered in the regular semester.

R.6.6 **Withdrawal from a contact course is not permitted.**

R.7.0 Minimum Requirement to Continue the Programme

R.7.1 A student should have earned not less than **11 successful credits** in the first semester, **28 successful credits** at the end of second semester and **36 successful credits** at the end of third semester.

Students who do not fulfill the minimum required credits in the odd semester be issued with a warning and their names may be removed from the rolls at the end of the even semesters if the same students do not fulfill the minimum required credits at the end of odd and even semesters put together.

R.7.2 In addition to the above, to be eligible to continue in the programme the student **should have a minimum CGPA of 5.0**, calculated according to the formula in **R.22.2**. However, in calculating the CGPA for eligibility to continue the programme only courses the student has successfully completed upto the point under consideration will be taken into account. **If the CGPA of any student so calculated falls below 5.0 the student will be issued a warning and if he/she does not make good and get a CGPA less than 5.0 in the following semester also, then he/she will be asked to leave the programme.**

R.8.0 Maximum Duration of the Programme

R.8.1 A student is ordinarily expected to complete the M.Tech programme in four semesters.

In case of students who do not complete their project work in four semesters and are permitted to submit the report in the fifth semester, the date of completion of the project work and the date of viva-voce examination will be indicated in the grade card for the fifth semester.

Under no circumstances students will be permitted to spend more than **5 semesters** to complete the course work and **8 semesters** for the total programme including the project work from the date of admission to the programme.

R.9.0 Discontinuation from the Programme

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

Students desirous of discontinuing their programme at any stage with the intention of completing the project work at a later date should seek and obtain the written permission of the Director (Academic) before doing so.

R.10.0 Discipline

R.10.1 Every student is required to observe disciplined and decorous behaviour both inside and outside the campus and should not indulge in any activity which will tend to bring down the prestige of the University.

R.10.2 **Any act of indiscipline of a student reported to the Director (Academic) will be referred to a Discipline and Welfare Committee nominated by the Academic Council from time to time.**

The committee will investigate the charges and will recommend suitable punishment if it finds the charges substantiated.

The recommendation of the Committee will be considered by the Academic Council which will authorize the Director (Academic) to take appropriate action. The Director will report the action taken at the next meeting of the Academic Council.

R.10.3 **Appeal:** The student may go in appeal to the Chairman of the Academic Council and whose decision will be final.

R.11.0 Attendance

R.11.1 Every teaching staff member handling a class will take attendance upto three calendar days before the last instruction day in the semester. The percentage of attendance, calculated upto this point, will be indicated by a code number/letter as follows:

<i>Attendance Rounded to</i>	<i>Code</i>
95 % and above	H
85% to 94%	9
75% to 84%	8
Below 75%	L

R.11.2 **“W” Grade: A student, who has an attendance lower than 75% indicated above, will not be permitted to sit for the end semester examination in the course in which the shortfall exists.**

His registration for that course will be treated as cancelled and he shall be awarded “W” grade (where W stands for registrations cancelled for want of minimum attendance) in that subject. This grade shall appear in the Grade Card till the course is successfully completed.

If a student gets a Grade "W" in any course, then this course cannot be registered as Contact Course or Extra course, over and above the prescribed limit.

These provisions will not apply to those cases, where the student withdraws from the course/s within the permitted period of 2 weeks from the beginning of the semester.

R.11.3 If the course is a core course, the student should register for and repeat the course when it is offered next.

R.11.4 The teacher handling the course must finalise the attendance 3 calendar days before the last instruction day of the course in the semester. The particulars of all students who have attendance less than 75% in that course will be announced in the class by the teacher himself. Copies of the same should also be sent to the Director, Academic Courses and Head of the Departments concerned.

R.12.0 Leave Rules

R.12.1 All M.Tech students should apply to the Head of the Department for leave stating the reasons whenever they are not in a position to attend classes/project work. They will not be eligible for HTTA for the period of absence, if it is unauthorised leave.

R.12.2 The intervening holidays will be treated as part of leave with provision of suffixing and prefixing holidays.

R.13.0 Assessment Procedure: Teats and Examinations

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

R.14.0 End Semester Examination

R.14.1 There will be one end semester examination of 3 hours duration in each lecture based subject.

In case of laboratory based subjects a final examination may or may not be conducted. In the case of projects, 3 viva-voce examinations will be conducted during the project work.

R.15.0 Project Evaluation

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

R.16.0 Weightage

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

a. Lecture or lecture and tutorial based subjects:

Sessional assessment	: Minimum of 40%
End semester examination	: Minimum of 40%

b. Laboratory based subjects:

Sessional work	: 75 to 100%
End semester examination (if held)	: 25% (Max)

R.16.2 The marks for all tests, tutorial assignments (if any), laboratory work and examinations will be on an absolute basis. The final percentages of marks are calculated in each subject as per the weightages given in R. 16.1.

R.17.0 Make-up Examination

R.17.1 Students **who have missed sessional assessments on valid reasons** should apply to the concerned teacher with the reasons for the absence and teacher shall consider these requests suitably.

R.17.2 Students, **who have missed the end semester examinations on valid reasons**, should make an application to the Director (Academic) within seven days from the date of the examination missed. Permission to sit for a make-up examination in the subject/s is given under exceptional circumstances like hospitalization or accident to the student.

A student who misses this make-up examination will not be normally given another make-up examination.

However, in exceptional cases of illness resulting in the students missing a make-up examination, the Director (Academic) in consultation with the Chairman of the Academic Council may permit the student to appear for a second make-up examination.

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

Students staying outside the campus permanently/temporarily should produce medical certificates from registered medical practitioners and the same should be forwarded by the parents/guardians for the purpose of make-up examinations. The Director (Academic) can use his discretion in giving permission to a student to take a make-up examination, recording the reasons for his decision.

R.18.0 Subjectwise Grading of Students into Categories

R.18.1 Letter Grades

Based on the semester performance, each student is awarded a final letter grade at the end of the semester in each subject. The letter grades and the corresponding grade points are as follows:

S	10	grade points
A+	9	“
A	8	“
B	7	“
C	6	“
D	5	“
E	4	“
U	0	“
W	0	Failure due to insufficient attendance in course
I	0	Incomplete (Subsequently to be changed into pass (i.e.,S/A+/A/B/C/D/E) or U grade in the same semester).

R.18.2 A Student is deemed to have completed a subject successfully and earned the credit if he/she secures an overall letter grade other than U.

A letter grade U in any subject implies failure in that subject. A subject successfully completed cannot be repeated.

R.19.0 Methods of Awarding Grades

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

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

R.19.2 **Two copies** of the result sheets for each subject containing the final grade and attendance code and two copies with absolute marks, the final grade and the attendance code should be submitted by the teacher to the concerned Class Committee Chairman

After finalisation of the grades at the Class Committee Meeting, one copy with the absolute marks and one without the absolute marks but having only the grades and the attendance code will be forwarded by the Class Committee Chairman to the Director (Academic),

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

R.20.0 Declaration of Results

R.20.1 The letter grades awarded to the students in each subject along with the attendance codes will be put up on the departmental notice boards soon after the final class committee meeting.

In case a student feels aggrieved, he/she can contact the concerned teacher for a second look at his/her performance but **not later than two weeks** from the commencement of the semester following the announcement of the results. The student shall have access to his/her answer paper/s in the end semester examination which may be shown to him/her by the teacher/s concerned.

If the teacher feels that the case is genuine he/she may re-examine and forward the revised grade, if any, to the Director (Academic) through the Chairman of the Class Committee with justification for the revision and with intimation to the Head of the Department.

R.20.2 The U or W grade once awarded stays in the record of the student and is deleted when he/she completes the subject later, indicating also the numbers of attempts made in that course. The CGPA will be accordingly revised deleting the “U” or “W” as the case may be in the earlier attempts in that course. The grade acquired by the student later will be indicated in the grade card of the appropriate semester.

R.21.0 Course Repetition

R.21.1 A student securing 'U' grade in any subject has to repeat it compulsorily when offered next if the subject is listed as a core subject.

R.21.2 If it is an elective subject, the student has option to repeat it in order to get a successful grade.

R.22.0 Grade Card

R.22.1 The grade card issued at the end of the semester to each student will contain the following:

- a. the credits for each course registered for that semester.
- b. the performance in each subject by the letter grade obtained vide R.18.1.
- c. the attendance put in each course in the form of the code vide R.11.1.
- d. the total number of credits earned by the student upto the end of that semester.
- e. the Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester is shown in the final semester grade card.

R.22.2 The Grade Point Average (GPA) will be calculated by the formula.

$$GPA = \frac{\sum (C \times GP)}{\sum C}$$

Where C = credit for the course, GP = the grade point obtained for the course and the sum is over all the courses taken in that semester, including those in which the student has secured U grades

For the Cumulative Grade Point Average (CGPA) a similar formula is used except that the sum is over all the courses taken in all the semesters completed up to the point in time, including those in which the student has secured U grades.

R.22.3 No class/division/rank will be awarded to the students at the end of the M.Tech programme.

R.23.0 Project Work in Industry or other Organisation

R.23.1 Sponsored candidates from organisations which have R & D units and facilities for research work and those students who get employment in such organisation after completion of the course work may be permitted to carry out their project work in such organisations during the final semester under the following conditions:

R.23.2 A departmental committee shall examine the requests from such students, and fix in advance

- i) an internal guide (a faculty member of the University)
- ii) area of project work and

- iii) the name and designation of an external guide (Scientists or Engineer in Industry).

R.23.3 The above details should be submitted to the Director (Academic) through the Head of the Department and the Director's approval should be obtained before the commencement of the project.

R.23.4 The students who are permitted to do the project work in an industry will have to pay the tuition and other fees to the University for the third and fourth semester as well.

R.24.0 Half-time Teaching Assistantship (HTTA)

R.24.1 Students, who are qualified for M Tech admission through valid GATE/KUPGET score and are admitted as full time scholars of the University, will be eligible for the award of the post-graduate scholarship notified by the University from time to time.

R.24.2 Students joining the M. Tech programme under sponsorship scheme with full salary will not be granted any HTTA even if they are qualified in GATE/KUPGET.

R.24.3 Self-financing foreign nationals are not eligible for post-graduate HTTA.

R.25.0 Eligibility for the award of M.Tech Degree

R.25.1 A student shall be declared to be eligible for the award of M.Tech degree if he/she has

- a. registered and successfully completed all the core courses and the project,
- b. successfully acquired the minimum number of credits prescribed in the curriculum of the given stream within the stipulated time vide **R.8.1**.
- c. no dues to the University, Library and Hostels and
- d. no disciplinary action is pending against him/her.

R.25.2 The final award of the Degree must be recommended by the **Academic Council** and approved by the Board of Governors of the University.

R.26.0 Power to Modify

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