

PG ORDINANCE 2024

(For M.Tech./ M.Plan./ MBA/ MCA/ M.Sc./ M.A)



MAULANA AZAD

NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL

(An Institution of National Importance)

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LIST OF ACRONYMS

Term	Definition
AIU	Association of Indian Universities
BOS	Board of Studies
CFTI	Centrally Funded Technical Institute
CGPA	Cumulative Grade Point Average
DASA	Direct Admission of Students Abroad
DPPC	Departmental Postgraduate Program Committee
EWS	Economically Weaker Section
GATE	Graduate Aptitude Test in Engineering
GoI	Government of India
ICCR	Indian Council for Cultural Relations
IIIT	Indian Institute of Information Technology
IIT	Indian Institute of Technology
JAM	Joint Admission Test for Masters
MA	Master of Arts
MACT	Maulana Azad College of Technology
MANIT	Maulana Azad National Institute of Technology Bhopal
MEA	Ministry of External affairs
MBA	Master of Business Administration
M Plan	Master of Planning
MSc	Master of Science
M Tech	Master of Technology
NIT	National Institute of Technology
NPTEL	National Programme on Technology Enhanced Learning
OBC	Other Backward Class
RPWD	Rights of People with Disabilities
PhD	Doctor of Philosophy
PG	Postgraduate
PWD	Person with a Disability
SC	Scheduled Caste
Senate	MANIT Academic Senate
SGPA	Semester Grade Point Average
SII	Study in India
ST	Scheduled Tribes
TA	Travelling Allowance
TPO	Training and Placement Office
UFM	Unfair Means

DEFINITIONS:

- i. **Academic calendar:** The exact dates for the important academic events scheduled during the Academic Session shall be specified in the Academic Calendar.
- ii. **Academic year:** Institutes academic year begins from July, 1 and ends on June, 30 every year.
- iii. **Dean (A):** Dean (Academics)
- iv. **Dean (SW):** Dean (Students Welfare)
- v. **Even semester:** Semester that begins in the month of January and closes by June.
- vi. **Institute:** Means **MANIT** Bhopal.
- vii. **Odd semester:** Semester that begins in the month of July and closes by December.
- viii. **Registration:** Enrolment for the courses that a student wants to pursue during a semester as required by the Programme.

Note: 'He' & 'His' imply both genders and may be interpreted as 'he/' 'she' and 'his'/'her', as the case may be.

1.0 INTRODUCTION

The goals of the postgraduate programmes at the Maulana Azad National Institute of Technology (MANIT) Bhopal are the development of technological and engineering manpower of the highest quality, to meet with the needs of educational institutions, R&D organizations and industries, a deep understanding of the area of specialization, an innovative ability to solve new technological problems, and a capacity to learn continually and interact with multidisciplinary groups. With these goals, the postgraduate programmes are designed to include courses of study, seminars and project/ thesis through which a student may develop his/ her concepts and intellectual skills.

The procedures and requirements stated in this ordinance include the philosophy of postgraduate (PG) education and ensure a high standard of performance at the Institute. The institute offers following PG programme:

- i. The Master of Technology (M.Tech.) degree in Structural Engineering, Environment Engineering, Geotechnical Engineering, Transportation Engineering, Geo-Informatics & its Applications, Chemical Engineering, Integrated Power System, Power Electronics and Drives, Material Science and Technology, Thermal Engineering, Industrial design, Automation & Robotics, Industrial Engineering & Management, Bio technology, Information security, Advanced computing, Computer networking, Communication Systems, VLSI and Embedded Systems, Bioinformatics, Agile Software Engineering, Renewable energy, Energy System Management, Smart Manufacturing.
- ii. Master of planning (M. Plan) degree in Urban Planning, and Housing.
- iii. The Institute also offers the Programme leading to the Master of Business Administration (MBA) and Master of Computer Applications (MCA), Master of Science (M.Sc.) in Physics and Chemistry, and Master of Arts (MA) in Development Studies.

The Senate Sub-Committee (SC), established according to the bylaws of the Senate, operates through the Departmental Postgraduate Programme Committees

(DPPCs) to administer all aspects of the above programmes.

2.0 ADMISSION

2.1 ACADEMIC SESSION

The academic session of the Institute is divided into two regular semesters. The first semester will normally commence in July of every year and the second semester in January of every year. The academic activities are carried out as per the academic calendar.

2.2 ELIGIBILITY FOR ADMISSION

- i. The eligibility conditions given below are the absolute minimum. Departments may prescribe any requirements over and above these, subject to the approval of the Chairman Senate.
- ii. For admission in M. Tech/ M. Plan/ M. Sc., a candidate should have the qualifying degree in appropriate branch of engineering/ architecture/ planning/ sciences.
- iii. The M.Tech/ M.Plan and M.Sc admissions will be through centralized counselling for M. Tech /M. Arch /M. Plan (CCMT) admissions and centralized common counselling for M. Sc./ M. Sc. (Tech) (CCMN) respectively. All the M.Tech/ M.Plan candidates admitted through CCMT are eligible for fellowship.
- iv. The eligibility criterion for MBA programme is graduation in any discipline.
- v. The admission in MCA will be based on an all India entrance examination conducted by any one of the NITs every year. The admission criterion for MCA will be same as decided by NIT MCA Common Entrance Test (NIMCET) committee.
- vi. The eligibility criterion for MA programme is any three/four-year bachelor's degree (B.A., B.Sc., B.Tech. or equivalent) from a recognized University or Institute.
- vii. A candidate belonging to General Category, EWS and Other Backward Class (OBC) must possess a minimum of 60 % marks/ equivalent CGPA 6.5 and above on a 10-point scale in the final year of the qualifying examination in appropriate branch. A candidate belonging to Scheduled Caste/ Scheduled

Tribes Category (SC/ST)/ PwD must processes a minimum of 55 % marks/ equivalent CGPA 6.0 and above on a 10-point scale.

- viii. Reservations of seats for OBC/ EWS/ SC/ ST/ PwD will be as per MoE/ GoI norms/ rules.

Table 2.1: Eligibility criteria for post graduate programmes

S.N.	Course	Eligibility Criteria
M.TECH/M.PLAN		
Department of Architecture and Planning		
1.	M.Plan in Urban Planning	Bachelor of Architecture, Bachelor of Planning, B.E./B.Tech. in Architectural Engineering, Architecture, Civil, Civil Environmental, Civil Engineering and Planning, Civil and Transportation, Architecture and Interior Decoration, Civil Engineering (Public Health Engineering), Civil and Water Management, Civil and Rural Engineering, Civil Engineering Environment and Pollution Control, Civil Engineering with Computer Application, Civil Engineering (Construction Technology), Civil and Structural Engineering
2.	M.Plan in Housing	
Department of Biological Science and Engineering		
1.	M.Tech in Biotechnology	B.E./B.Tech in Biotechnology, Environmental Science and Engineering, Biomedical, Biochemical, or M.Sc. in Biochemistry, Biotechnology, Environmental Science, Microbiology
Department of Chemical engineering		
1.	M.Tech in Chemical Engineering	B.E./B.Tech. in Chemical, Petroleum, Petrochemical, Food, Dairy, Oil and Paint, Textile, Biotechnology, Biochemical, Agricultural, Marine, Instrumentation, Environmental, Biomedical, Civil, Mechanical, Energy, Renewable Energy, Nanotechnology.
Department of Civil Engineering		
1.	M.Tech in Structural Engineering	B.E./B.Tech in Civil Engineering
2.	M.Tech in Environment Engineering	
3.	M.Tech in Geotechnical Engineering	
4.	M.Tech in Transportation	

	Engineering	
5.	M.Tech in Hydro Power Engineering	BE/ B.Tech in Civil/ Mechanical Engineering
6.	Geo-Informatics & its Applications	B.E./B.Tech in Civil, Computer Science and Engineering, Information Technology
Department of Computer Science and Engineering		
1.	M.Tech in Information security	B.E./B.Tech in any branch with GATE qualified in CSE/AI.
2.	M.Tech in Advanced computing	
3.	M.Tech in Computer net working	
Department of Electrical Engineering		
1.	M.Tech in Integrated Power System	B.E./B.Tech in Electrical/ Electrical & Electronics.
2.	M.Tech in Power Electronics and Drives	B.E./B.Tech in Electrical/ Electrical & Electronics/ Electronic Instrumentation/ Instrumentation and Control/ Electronics Engineering/ Electronics and Communication Engineering.
Department of Electronics and communication		
1.	M.Tech in Communication Systems	B.E./B.Tech. in Electronics and Communication, Electronics and Telecommunication, Electronics, Telecommunication, Applied Electronics and Instrumentation, Electronics and Instrumentation, Instrumentation and Electronics, Electrical and Electronics, Electronics and Communication with specialization in Design and Manufacturing, Electrical, Electronics and Power, Electronics System, Electronics (specialization in System Engineering), Electronics with minor in System Engineering.
2.	M.Tech in VLSI and Embedded Systems	
Department of Material - and Metallurgical Engineering		
1.	M.Tech in Material Science and Technology	B.E./B.Tech in Materials science, Materials and metallurgical, Mechanical, Ceramics, Polymer Nanotechnology, Metallurgical, Materials engineering.
Department of Mathematics, Bioinformatics & Computer Applications		
1.	M.Tech in Bioinformatics	4-year graduation (or 3-year graduation + post-graduation) in the field of Science/ Life Science / Mathematics/ Physics / Chemistry / Chemical / Biotechnology / CS / IT / Agriculture/ Bioinformatics/ Computational biology
2.	M.Tech in Agile	B.E./B.Tech in CS/ IT/ Electronics / Mathematics &

	Software Engineering	Computing/equivalent or Master of Computer Applications or M. Sc. (CS/IT/Mathematics/Physics/equivalent)
Department of Mechanical Engineering		
1.	M.Tech in Thermal Engineering	B.E./B.Tech in Mechanical Engineering, Production & Industrial Engineering, Materials & Metallurgical, Automobile, Aeronautical, Chemical, Energy Engineering.
2.	M.Tech in Industrial design	B.E./B.Tech in Mechanical, Electrical, Electronics, Production & Industrial Engineering.
3.	M.Tech in Automation & Robotics	B.E./B.Tech in Mechanical, Civil, Electrical, Electronics, Computer Science Engineering/Production & Industrial Engineering.
4.	M. Tech in Industrial Engineering & Management	B.E./B.Tech in Mechanical Engineering, Production & Industrial Engineering.
Energy Center		
1.	M.Tech in Renewable energy	B.E./B.Tech in Energy, Renewable Energy, Mechanical, Electrical, Electronics & Communication, Civil, Chemical, Instrumentation, Environmental, Biomedical, Electronics and Instrumentation, Electronics, Electrical and Electronics, Electrical and Instrumentation, Power, Electrical Power.
2.	M.Tech in Energy System Management	
Centre for Excellence in Water Management		
1.	Water Resources Engineering and Management	B.E./B.Tech in Civil Engineering, Agricultural Engineering
Centre of Excellence in Product Design & Smart Manufacturing		
1.	Smart Manufacturing	B.E./B.Tech in Mechanical, Production, Production & Industrial, Smart Manufacturing, Mechatronics, Electrical, Electronics & Communications, Computer Science, Aerospace, Material Science & Metallurgical Engineering, Chemical, Aeronautical Engineering.
Centre for Artificial Intelligence		
1.	Artificial Intelligence	B.E./B.Tech in any branch with GATE qualified in CSE/AI.
Physics		
1.	Nano Technology	B.E./B.Tech in Mechanical, Civil, Electrical, Electronics, MSME, Chemical M.Sc. (Physics, Chemistry, Materials Science)
MCA		
Mathematics, Bioinformatics & Computer Applications (MBC)		
1.	Master of Computer	As per the eligibility criteria of NIMCET

	Applications	
MBA		
Management and Social Sciences		
1.	Master of Business Administration	Bachelor's degree or equivalent qualification
M.Sc		
Physics		
1.	Master of Science in Physics	A three/four-year Bachelor's degree (B.Sc. or equivalent) from a recognized University or Institute.
Chemistry		
1.	Master of Science in Chemistry	A three/four-year Bachelor's degree (B.Sc. or equivalent) from a recognized University or Institute.
MA		
Department Humanities and Social Science		
1.	Master of Arts in Development Studies	A three/four-year Bachelor's degree (B.A., B.Sc., B. Tech. or equivalent) from a recognized University or Institute.

2.3 ADMISSION PROCEDURE FOR FULL TIME STUDENTS

The institute offers various PG programmes in full time, sponsored, self-sponsored and part time categories.

2.3.1 FULL TIME WITH INSTITUTE FELLOWSHIP

The Admission to the full time M.Tech./ M.Plan programme with institute fellowship will be made on the basis of GATE scores of the candidates, through central counseling jointly conducted by all National Institutes of Technology (CCMT) or as directed by MoE/ Gol from time to time. The reservation shall be as per Gol norms.

2.3.2 FULL TIME WITHOUT INSTITUTE FELLOWSHIP

- i. M.Tech/ M.Plan: The selection of the candidate is only through Institute test (Without GATE & Stipend)
- ii. MCA: The selection of the candidate is only through NIMCET entrance Examination and counselling or as directed by MoE/ Gol from time to time.
- iii. MBA: The MBA admission will be made by the Institute in the full-time category (without fellowship). The applicants must apply for admission on prescribed forms, which must be sent directly to the AR (Admission) before the last date

specified in the advertisement for PG admission every year. The selection of the candidate is only for CAT/ CMAT/ MAT qualified students. The admission is bound on merit proposed on the basis of CAT/ CMAT/ MAT score (70% weightage) Group discussion (20% weightage) and personal Interview (10%). All admissions will be made on approval by the Chairman Senate, on the recommendations of the duly constituted admission committees.

- iv. M.Sc.: The admission to the full time M.Sc programmes will be made on the basis of Joint Admission Test for Masters (JAM) scores of the candidates, through central counseling jointly conducted by all National Institutes of Technology (CCMN) or as directed by MoE/ Gol from time to time.
- v. MA: The admission to the full time MA programme will be made through institute test.

2.3.3 FULL TIME SPONSORED (WITHOUT INSTITUTE FELLOWSHIP)

- i. Institute offers two (02) seats in each programme for sponsored full time regular PG programme.
- ii. Any student seeking admission under this category shall be working on a regular post in any Government/semi government/public sector units/industries/ academic institutes/ research organizations/ Architectural/ Planning firms for a minimum of two years at the time of admission. Admission of such candidates will be based on the institute test/ interview and the required working experience. Scientist working in Government of India Research organization such as ISRO, DRDO, CIPET, etc. can seek direct admission with the permission of senate. Institute shall allow M.Tech to candidates from the institutions having MoU with MANIT.
- iii. The application form of such candidates should be duly forwarded by the parent organizations and should record that the candidate will be allowed to attend the classes in daytime and will be allowed to stay in the campus/ Bhopal during his/ her PG programme.
- iv. There will be NO concessions on fee to be deposited in MANIT, Bhopal. However, the candidates employed in MANIT Bhopal may be given fee concession subject to approval of Chairman Senate.

- v. If seats in full time with institute fellowship are vacant then they may be filled by the sponsored candidate, after due approved by Chairman Senate.
- vi. No financial liability will be on the part of the MANIT.

2.3.4 FOR AICTE-QIP SPONSORED CANDIDATES

Under this category, the admission guidelines shall be adopted as per AICTE-QIP scholarship scheme to ascertain the basic eligibility of a candidate. However, after initial scrutiny a personal interview shall be conducted for the shortlisted candidates through a selection committee constituted as per the institute/AICTE QIP guidelines.

2.3.5 FOR ARMED FORCED OFFICERS

Two additional seats in each PG programme shall be made available to working armed officers, with all other conditions as per sponsored candidates (as in clause 2.3.3).

If PG/M. Tech Student completed the first year successfully then he may convert the degree from full time to part time while writing an application through HOD citing the reasons for conversion.

2.4 ADMISSION FOR PART-TIME STUDENTS

2.4.1 ADMISSION CRITERIA

The students with Bachelor's degree in relevant* discipline as per Table 2.1 will be eligible to apply for admission in corresponding Part-time P.G. Programmes, subject to fulfilling the following requirements.

- a. CGPA of 6.5 (on a 10-point Scale) or equivalent, in the qualifying degree. The relaxation in CGPA in the qualifying degree shall be as per MoE/ Gol norms from time to time.
- b. At least one year of job experience (Central Government/ State Government/ Teaching Institutions/ Private Industries/ Startups with registration in Department for Promotion of Industry and Internal Trade).

2.4.2 ADMISSION PROCEDURE

- i. The applicants for Part-time P.G. Programmes will have to appear in a written

test and/or interview conducted by the institute as per prevailing norms.

- ii. Qualifying in GATE / NET is not mandatory but the institute, on its sole discretion, may relax the requirement of written test and/or interview in such cases. The same criterion will be applicable to candidates with a valid GATE / NET score.

On approval by the Chairman, Senate, the admission section will issue the admission letters to the candidates who will be required to accept the offer of admission by depositing the prescribed fee before the specified date.

In case a candidate does not accept the offer by paying the prescribed fee by the specified date, the offer of admission may stand withdrawn, and the admission will be offered to the candidates in the waiting list, if any, in order of merit.

The offer of admission may also stand withdrawn if the candidate who has accepted the offer, fails to register by the date for late registration.

2.4.3 REQUIREMENT FOR COURSE WORK AND RESIDENCY

- i. A student enrolled in a Part-time P.G. programme has to complete all requirements of the course work and earn as many credits as specified by the institute in the scheme of the corresponding Full-time P.G. programme.
- ii. A Part-time P.G. student will have to opt for a minimum of two theory courses in each semester. In no case, the student will be allowed to opt for more than three theory courses in any semester.
- iii. The candidate will be at liberty to opt for equivalent NPTEL Courses in lieu of regular courses floated by the institute. However, the maximum percentage of such courses can only be 40% of the total number of courses in the academic programme. The choice of permissible NPTEL courses and their credit equivalence will be subject to due approval by the institute at the start of every semester.
- iv. A Part-time P.G. student will be expected to remain in regular touch with his Research Supervisor(s) through the entire duration of the dissertation phase. He is expected to spend at least two weeks in the institute in every semester and complete all stipulated programme requirements.

- v. A Part-time P.G. student will have to undertake laboratory, seminar, studio, field-work etc. as per the programme scheme of the concerned department.

2.4.4 FELLOWSHIP

No candidate admitted in a Part-time PG Programme will be entitled to any fellowship from the institute.

2.4.5 PROGRAMME DURATION

A Part-time P.G. Programme will allow the student to complete his/her coursework requirement in two years (for M.Tech./ M.Plan./ MBA/ M.Sc./ M.A) and three years (for MCA). This will be followed by the dissertation / thesis phase which will be of one year duration.

2.4.6 DISSERTATION / THESIS SUPERVISOR ALLOTMENT AND ELIGIBILITY

The norms and modalities for allotment of a Dissertation / Thesis Supervisor for a Part-time P.G. Programme – enrolled candidate will be as per the standard institute norms prevalent at that point of time. Any change in the allotted Dissertation / Thesis Supervisor will also be subject to standard institute norms.

2.4.7 PROGRAMME FEE

All Part-time students enrolled in P.G. programmes will have to pay the same admission fee, tuition fee and other charges as decided by the institute.

2.4.8 NUMBER OF SEATS

The number of Part-time seats in any P.G. programme may be fixed as 30. However, a minimum of 05 students have to be enrolled to run the programme.

2.5 ADMISSION FOR FOREIGN STUDENTS

A foreign student (NRI and Foreign Nationals) seeking admission in any PG programme of MANIT should have a qualifying degree from any Institute/ University recognized by the Association of Indian Universities or abroad.

The application of such students shall be routed through MoE/ Agencies authorized by MoE to the institute before the last date of the submission of applications as prescribed by the institute.

The number of seats for such candidates and the required fee shall be fixed by the institute in consultation with MoE/ Government of India. **These students shall not be eligible for GATE scholarships.**

2.5.1 CRITERIA FOR ADMISSION OF FOREIGN STUDENTS THROUGH ICCR AND DASA SCHOLARSHIP

- i. The applicant should not be older than 25 years as on 1st October of the calendar year.
- ii. The applicants seeking admission to PG Programmes should have valid GRE score equal to/ more than 280.
- iii. Applicant should have studied all subjects from Secondary School level equivalent of class 06 of Indian System in English Medium.
- iv. The applicant should have cleared 04 years B.Tech/ B.E./ B Plan Degree in relevant discipline and / or 05 years Degree course in Architecture with minimum 60% aggregate marks or 6.5 CGPA (at a scale of 10).

2.6 PROVISIONAL ADMISSION

A new entrant to any PG programme, who is awaiting the results of the qualifying examination, will be allowed to register "provisionally" on submission of a certificate from his/her institution certifying that he/she has appeared in the final qualifying examination (including all papers in theory, practical, project, oral, etc). The candidate will submit attested copies of the certificates of having passed the qualifying examination by the last date for document submission as specified in the academic calendar (usually about 2 weeks from the date of registration), failing which the admission may be cancelled.

2.7 ADMISSION FEE

The students admitted will have to pay the full fee for one semester/one year as applicable to the particular category of the candidate as per the institute norms. The institute reserves every right to modify the admission fee from time to time based on the approval of competent authority. Any student will be admitted only when he/she has deposited the full fee for one semester/one year as applicable to him.

2.7.1 FEE REFUND

After the counseling if someone cancels his /her admission at any point of time and if the seat remains vacant. No fees shall be refunded except for Caution money and mess charges (as applicable).

2.8 FINANCIAL ASSISTANCE

- i. The Institute provides financial assistance to full time postgraduate students with institute fellowship, in the form of fellowship. Fellowships are awarded on a semester-to-semester basis for a period of up to four semesters for M.Tech./M.Plan Students. The fellowships are paid as per the rates approved by MoE/ Gol.
- ii. In case if student leaves the PG programme or discontinues the programme in between, for any reason, fellowship shall be discontinued. Also, he/she has to refund all the amount received from the institute directly in the form of fellowship and indirectly in the form of support for activities such as participation in conference, sports etc.
- iii. An undertaking stating these conditions needs to be signed by the candidate at the time of admission. The maximum duration for availing the stipend shall be two years from the date of admission.
- iv. A student of 5-year B. Tech. and M. Tech. in Mathematics and Data Science (Dual Course) shall be provided with fellowship in the 5th year, if the student qualifies the GATE exam and applies for the fellowship.

2.9 MULTIPLE EXIT/ENTRY OPTION

The student can avail options of multiple exits from the programme after successful completion of a minimum of two semester of M.Tech/ M.Plan/ MBA and four semester for MCA. The Senate will prescribe the Certificate to be awarded to the student availing the exit option only upon the request of the concerned student, except where the student successfully completes his/her programme to which the admission was made.

The exit option can be exercised with possibility of reentry to the same course to complete the remaining programme of his/her admission with an upper limit of gap

from the time of exit to the time of re-joining, as prescribed by the Institute Senate. Normally the exit gap should not exceed a period of one year on M.Tech/ M.Plan/ MBA and two years on MCA every exit availed. The gap shall not be counted for computing the maximum permissible duration of the programme. In case the scheme has changed at the time of reentry, the student shall be governed by the scheme in force at the time of his reentry. After successful completion of the programme, the student shall be awarded with a degree certificate with an appropriate remark about having availed the exit option.

The proposed multiple exit options are as follows:

S.N.	Name of Programme	Exit Option
1	M. Tech.	One Year
2	M. Plan	One Year
3	M C A	Two Years
4	M B A	One Year

Also, if students take the in-between exit option as mentioned above and returns back to complete the programme the gap duration will not be taken into account of maximum period permitted, however, the maximum duration of exit shall not exceed five (5) years.

After the exit as mentioned in the additional exit column the student will be entitled for the award of PG diploma in relevant programme, if desired.

3.0 REGISTRATION

A student is required to register in the beginning of each semester for the courses that he/ she intends to pursue in that semester. The registration process involves: The payment of fees for that semester and clearance of any outstanding dues. Without clearance of the dues, a student cannot be allowed to register in the next semester.

3.1 REGISTRATION TO NEXT SEMESTER

The registration in each semester should be taken as per the notification given by Admission section after paying the Institute Fees in the beginning of each semester

within the prescribed time.

3.2 LATE REGISTRATION

If for any compelling reason like illness, etc. a student is unable to register on the day of registration, he/she can register till the late registration day specified in academic calendar on payment of specified late registration fee.

3.3 REGISTRATION FEES DEFERMENT

In deserving cases, particularly students receiving an external scholarships or a bank loan, the institute may permit registration with deferment of payment of fees beyond the date notified by Academic Section. Student has to submit all the relevant documents regarding scholarships/ bank loan before the last date of registration to the Admission Section. In these cases students has to submit nominal fees as per institute norms.

If a student fails to pay the fees before the declaration of results, his/her result will remain withheld and he/ she will not be in a position to register for next semester unless specifically approved by the Chairman Senate.

3.4 LATE SUBMISSION OF THESIS/REGISTRATION BEYOND MINIMUM DURATION

The last date of thesis submission should be as per Academic Calendar or notification issued by the Institute. A student who is unable to submit his/ her thesis by the due date will be required to register for the next semester beyond minimum duration by submitting the full semester fee. The dissertation exam will be held in the due next semester.

3.5 NORMS FOR COMPLETION OF COURSE AFTER EXIT

Full-time PG students with fellowship and self-financed are allowed to exit with following conditions:

- i. The course must be completed within the maximum period of four years for two year PG programme and six year for three year PG programme, from date of admission.
- ii. The student must clear two semesters (1st year) before leaving the Institute.

- iii. The teaching assistantship must be discontinued from the date of leaving the Institute.
- iv. The students must register regularly in all semester along with semester fee.
- v. An external guide as per Institute norms (if required) may be registered for thesis work.
- vi. The student has to submit No Objection Certificate from his/her employer at the time of registration in next semester.
- vii. If the candidate leaves the programme after two/ three Sem. for job, the minimum duration for course completion will be double of the remaining semesters respectively, with due registration.

3.6 NORMS FOR RE-REGISTRATION

If a student is continuously absent for one or more semesters duly approved by the HODs, He/ She must re-register by paying additional payment as per institute norms, to the eligible semester along with the semester fee. This is applicable to those students who have cleared first year of his/ her PG Course. However, the maximum period will not be extended i.e. double the degree tenure as mentioned in Table nos. 6.1 and 6.2.

4.0 STUDENTS LEAVE RULES

Students may be granted leave under sections 4.1 on his/ her applications by the Head of the Department. Student has to move his/her application through department PG Coordinator. Leave under sections 4.2 will be sanctioned by Dean (Academics) on the recommendation of HOD. Applications must be submitted well in advance of the date of commencement of the leave requested. Leave for a period longer than that specified in sections 4.1 and 4.2 may be sanctioned by Chairman Senate on the recommendation of HOD through Dean (Academics) and it will entail loss of financial assistantship for the extended period.

4.1 LEAVE FOR PG STUDENTS

PG students shall be governed by following leave rules:

4.1.1 STUDENTS WITH FELLOWSHIP

- i. Casual Leave: 8 days per academic year (01 July - 30 June) as per MoE order F.No.17-2/2014-TS-I dated 18 Feb.2015 or any subsequent changes from time to time.
- ii. Maternity Rule: As per Government of India instructions available from time to time for female candidates in all categories.
- iii. Academic leave: For attending conference/seminar/ symposium/ field work or training programme upto a maximum of 15 days in an academic year.

4.1.2 STUDENTS WITHOUT FELLOWSHIP

Leave during semester shall be strongly discouraged for all registered students. However, only for bona fide reasons, a student may be granted authorized leave of absence by DPPC during the semester as under:

Maximum of 15 days in an academic year on proven medical grounds

Maximum of 15 days in an academic year for any other valid and proven reason

The above shall be subject to minimum requirement of attendance as prescribed by the Institute Senate from time to time.

A student who avails authorized leave of absence due to medical reasons shall be required to submit a certificate from the MANIT dispensary doctor in case the medical exigency arises during his/her stay at Bhopal.

4.2 ABSENCE WITHOUT SANCTIONED LEAVE

Absence without sanctioned leave by the students with fellowship shall entail loss of fellowship for the period of absence.

Unauthorized leave of absence from the Institute for a period exceeding 3 weeks at a stretch will result in automatic withdrawal of the student from all courses in that semester. In such cases, the concerned teacher would need to inform the DPPC of prolonged unauthorized absenteeism of specific student. DPPC would subsequently initiate action on the concerned non-reporting student.

5.0 PERMISSION TO PROCEED FOR ACADEMIC ACTIVITIES

The PG students can be permitted to proceed for academic activities outside MANIT to carry out field work, library work, computational work, experimental work, and Lab works, and also to attend conference, courses and to undertake other research work etc. as recommended by the department. Permission for a duration up to 15 days be sanctioned by the Dean (Academics) through the concerned head of the department/ center with an intimation to chairman Senate and more than 15 days by the Chairman-Senate on the recommendation of the Departmental head through Dean (Academics). Such leaves will be beyond all leaves in section 4.

5.1 INSTITUTE FUNDING PROVISIONS FOR ATTENDING THE CONFERENCES

The norms for paper presentation in conference with funds from sponsored research/ consultancy projects (if available) or Institute funding are as follows:

- i.** Only full-time PG students with fellowship can be considered for the reimbursement of registration fee for paper presentation in following categories of conferences:
 - a.** Conferences approved by CPDA committee of the Institute.
 - b.** Conferences conducted at IITs, IIMs, IISc, NITs, Institution of National Importance.
 - c.** Conferences whose papers are published in SCOPUS Journals/ Web of Science.
- ii.** Student can avail financial support from sponsored research/ consultancy projects of his/ her supervisor (s). In case, fund is not available for research/ conference then only, student may approach for Institute fund.
- iii.** The Institute funding will have a ceiling as per institute norms.
- iv.** Student will get only Travelling Allowance (TA) to travel by train up to third AC to travel in India and conference registration fee. However, fund allocation shall not cover boarding and lodging charges.
- v.** The recommendation of supervisor shall include the information about his research and consultancy project and clearly mention the type of funding.

- vi. The proposal shall be recommended and forwarded by the HOD concerned to Dean (R&C) or Dean (Academics), as the case may be.
- vii. Dean (R&C) shall further recommend and forward, if the proposal is from sponsored research/ consultancy projects, else Dean (Academic) shall further recommend for Institute funding and forward the proposal to the Director for final approval.
- viii. The issue of order and record keeping will be maintained by the Academic Section.

5.2 PROVISION OF FELLOWSHIP TO PG STUDENTS GOING FOR INTERNSHIP

Students going for internship to following Organizations will be given fellowship, only if the Organization/ Institute will not provide any financial support:

Government Organizations:

- i. All Indian Institutions of National Importance like IITs, NITs, IIITs, IISc, IISER, IIM, SPA or equivalent institutions.
- ii. All Foreign Institutes/ Universities appearing amongst top 500 ranks of QS World University Ranking in different disciplines, like Engineering & Technology, Natural Sciences, Arts & Humanities etc.
- iii. All Research Organizations of Ministries of Government of India, like CSIR, DRDO, ISRO etc.
- iv. All Public Sector Undertakings (PSUs) of Government of India.

Private Industries:

- i. All private industries having annual turnover of more than 500 Crores.
- ii. All private industries appearing in the list of National Stock Exchange (NSE) or Bombay Stock Exchange (BSE).

5.3 NORMS FOR PG INTERNSHIP

As per Annexure-1.

6.0 ACADEMIC REQUIREMENTS

6.1 NUMBER OF SEMESTER, MAXIMUM DURATION AND ACADEMIC REQUIREMENTS

The following table lists the maximum duration allowed in the programme, and credit requirement for post-graduation in various programmes. A student must complete the entire academic requirements prescribed by the institute/department/center before proceeding for the thesis/project work.

Table 6.1: Maximum Duration to complete the full time PG programme

Name of Programme	Number of Semester Required	Maximum Duration Allowed to complete the programme
M.Tech/ M. Plan	2 Years	4 Years
MBA		
M.Sc.		
M.A.		
MCA	3 Years	6 Years

Table 6.2: Maximum Duration to complete the part time PG programme

Name of Programme	Number of Semester Required	Maximum Duration Allowed to complete the programme
M.Tech./ M. Plan	3 Years	5 Years
MBA		
M.Sc.		
M.A.		
MCA	4 Years	7 Years

No student who has completed the prescribed maximum duration in the programme shall be allowed to register in the subsequent semester unless he/she has been granted extension of the programme by the Chairman Senate on the recommendations of the HOD and Dean (Academics).

6.2 REQUIREMENT OF ATTENDANCE

Students are expected to attend all the classes, i.e. 100 % attendance in the class, desirable for a student to be eligible to appear for the end semester examination,

in every course in each semester. However, students may be given a concession of 25 % on account of sickness or any other genuine reason. A student shall be eligible to appear in the examination in any course if and only if he/she has attended more than 75% of the total number of classes scheduled in the course in that semester before each examination.

6.3 EVALUATION PROCESS

The evaluation of students in a course is a continuous process and is based on their performance in one mid-semester examination, quizzes, assignments, laboratory work (if any), end-semester examination, etc. As guidelines, the table below exhibits typical distribution of marks in a continuous evaluation process.

Theory paper:

End Semester Examination (Duration two hours) Maximum mark	Continuous Evaluation			Total Marks (Theory)
	Distribution	Total		
40	Assignments/Quizzes/ Surprise Test (Best of five)	30	60	100
	Mid Semester Exam (Duration one hour)	20		
	Attendance	10		

Practical/ Thesis/ Project/ Seminar:

End Semester Examination (Maximum marks)	Continuous Evaluation			Total Marks (Practical)
	Distribution		Total	
40	Practical records + Viva	30	60	100
	Mid-Semester Evaluation	20		

	Attendance	10		
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Studio Based Subjects:

End Semester Evaluation (Maximum marks)	Continuous Evaluation			Total Marks (Studio)
	Distribution		Total	
40	Continuous Evaluation	30	60	100
	Mid-Semester Evaluation	20		
	Attendance	10		

With the help of a Senate Sub-Committee, the Senate may modify the marks distribution to be normally adhered by the course coordinators from time to time. A course coordinator who wishes to differ his/her evaluation distribution shall have to make a written request elaborating the reasons within three days of the beginning of the semester to the Dean (Academic), who with the help of a Senate Sub-Committee or otherwise may approve a modified distribution for the specific subject for which the request has been made.

a) Schedule of Examinations

All examinations shall be usually held during the periods/days specified in the Academic Calendar. The schedule for the mid-semester examination and the end-semester examination will be declared by the respective departments.

b) Make-up Examination

If a student, for bona fide reasons, fails to appear in the Mid-Semester/ End Semester examination, he/ she may make a request to the concerned Course Coordinator for a make-up examination within three days of the date of the scheduled examination. Such a request must give reasons for the failure to appear in the examination with a certificate from a recognized Medical Officer of the Institute dispensary in case the failure to appear in the exam was due to illness. Such cases shall be kept in DPPC which may approve the make-up examination with due

intimation to the Dean (Academic). The make-up exam shall be held within 2-weeks of the end-semester examination. The student in such make-up examinations shall be awarded a reduced or scaled-down marks fixed by the Senate (for instance, 80% of the actual scored marks as a guideline) in order to discourage the student from deliberately missing the exams for non bona-fide reasons. Students with D+ and D grades may also be permitted to undertake such make-up exams. However, the make-up exams shall not be open for a student getting F grade in the regular exam since in this case, the subject would need to be necessarily repeated.

Only one make-up examination, for the mid-semester OR end-semester examination shall be allowed per course. In case of failure to appear in both mid and end semester examinations, the student shall be deemed to have withdrawn from the course and shall be awarded 'W' grade.

6.4 CREDITS, GRADES, SEMESTER AND CUMULATIVE GRADE POINT AVERAGE

At the end of the semester, a student shall be awarded a letter grade based on relative performance in each of his/her courses by the concerned Subject coordinator taking into account student's performance in various examinations, quizzes, assignments, laboratory work (if any), etc. The grades shall be displayed to the students and officially submitted by the concerned Subject coordinator within prescribed time-limit after the end-semester examination.

The Institute prescribes thirteen letter grades: A(+), A, B(+), B, C(+), C, D(+), D, F, I, NP, NF and W. The letter grades and their numerical equivalents on a 10-point scale (called Grade Points) are as follows:

Grade		Points	Description of performance
A (+)		10	Outstanding
A		9	Excellent
B (+)		8	Very Good
B		7	Good
C (+)		6	Satisfactory
C		5	Average
D (+)		4	Below Average
D		2	Marginal
F		0	Fail
I		-	Incomplete
NP		-	Audit Pass
NF		-	Audit Fail
W		-	Withdrawal

a) Fail Grade “F”: A student who is awarded ‘F’ grade shall have to repeat the course whenever it is offered again. Where the student is unable to repeat the course for reasons beyond his control such as the non-offering of an elective or a change of scheme, the DPPC shall replace the relevant course with its nearest equivalent for completion by the student. However, if in the repeat course or its equivalent, the student once again ends up earning ‘F’ grade, then student shall have to opt for a replacement/differing course with the approval of DPPC of the concerned department for completing the required credits.

b) Incomplete Grade “I”: A student may be awarded the grade ‘I’ (Incomplete) in a course if he/she has missed, for a *bona fide* reason, a minor part of the course requirement but has done satisfactorily in all other parts. An ‘I’ grade may be awarded for not appearing in Mid-Semester/End-Semester exam because of medical/unforeseen reasons and for instances of use of Unfair Means (UFM) in the exams. An ‘I’ grade shall remain a temporary grade, and must, be converted by the Subject coordinator into an appropriate letter grade and communicated to the examination section by the last date specified (usually 3 days after the make-up examination). Any ‘I’ grade still outstanding three days after the last scheduled make-up-examination shall be automatically converted into the ‘W’ grade, and the student will be deemed to have withdrawn from the course.

All instances of UFM cases shall be dealt in separately by the Senate-sub-Committee SPPC that may invite the HOD of the concerned department, Prof. I/c (Exam) of concerned department, Subject Coordinator and invigilators for helping to arrive at a decision. Depending upon the gravity of offense, the committee may recommend withdrawal from the course with grade ‘W’ / award of barely passing grade/ one-lower grade/ penalization of 5-20% marks etc. to arrive at a grade that would eventually replace the ‘I’ grade awarded earlier.

c) Withdrawal Grade ‘W’: A student who is deemed to have officially withdrawn from a course for which he/she had earlier registered shall be awarded a ‘W’ grade. This grade may be awarded because of reasons such as extreme shortage of attendance and/or punitive action on disciplinary ground or on ground of serious UFM practices adopted. In all such cases the student shall be deemed to have undergone a forced withdrawal from a course with a letter grade ‘W’ awarded. The student may also voluntarily choose to withdraw from a course upto until the beginning of mid-semester examination by informing the course coordinator in writing. In case of ‘W’ grade, the student may have to opt to

repeat the entire course whenever it is offered next time if it is a core course deemed necessary for the programme by the DPPC. Where a change of scheme occurs and the course is not offered again, the DPPC shall replace the relevant course with its nearest equivalent.

d) 'NP/NF' grades: A student may audit courses with the permission of the subject coordinators and the DPPC. Overall, courses worth upto 06 Credits may be audited during the stay at MANIT and this load shall be in addition to the normal academic load required in the semester. Auditing a course shall imply that the course shall not be included in the SGPA/CGPA calculations, and only Audit Pass (NP) / Audit Fail (NF) grades shall be awarded to the student.

e) Change of Grade Already Awarded: A letter grade once awarded shall not be changed unless a request for change is made by the subject coordinator of the course and the same is approved by Chairman, Senate on grounds of serious discrepancy on the part of the course coordinator in the award of grade. Any such request for change of grade must, however, be made within four weeks of the start of next-semester in the prescribed form with all relevant records placed for justification.

6.5 COMPUTATION OF THE SEMESTER GRADE POINT AVERAGE (SGPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

6.5.1 Semester Grade Point Average (SGPA): The Semester Grade Point Average (SGPA) is a weighted average of the grade points earned by a student in all the courses credited and describes his/her academic performance in a semester.

$$SGPA = \frac{\sum_{Semester} (Course\ credits \times Grade\ point)}{\sum_{Semester} (Course\ credits)}$$

6.5.2 Cumulative Grade Point Average (CGPA) - The Cumulative Grade Point Average (CGPA) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester. It is computed in the same manner as the SGPA, considering all the courses, and is given by

$$CGPA = \frac{\sum_{All\ Semesters} (Course\ credits \times Grade\ point)}{\sum_{All\ Semesters} (Course\ credits)}$$

Whenever a student is permitted to repeat or substitute a course, the new letter grade

shall replace the old letter grade in the computation of the CGPA, but both the grades shall appear on his/her Grade Report.

The percentage formula may be taken as:

Marks in percentage = (CGPA -0.5) *10

First Division, if CGPA \geq 6.5

Second Division, if CGPA less than 6.5 and pass in the programme.

6.6 ACADEMIC PERFORMANCE REQUIREMENT

6.6.1 DEFICIENT ACADEMIC PERFORMANCE

A deficient student having SGPA of less than 5.5, may be placed on Warning.

6.6.2 WARNING

A deficient student shall be placed on 'warning' with a letter to the effect issued by the Dean (Academic) to the student, a copy of which shall be sent to his/her parents/guardian. Such a student would be required to sign an undertaking incorporating the following terms and conditions:

- i) His/Her academic load may be reduced by at least one course,
- ii) He/She shall obtain a minimum SGPA of 5.5 in the succeeding semester
- iii) He/She shall not hold any office in the Hostels, Students Council or any other organization/body during academic probation.
- iv) Any other term/condition as laid down by Senate.

The parents/guardian will be required to countersign the undertaking.

6.6.3 PROVISION FOR IMPROVEMENT IN CGPA

Any candidate shall have to appear in the improvement examination for the courses whenever it is offered till he gets a CGPA of 5.5 within the maximum permissible period.

6.7 AWARD OF DEGREE

Any candidate who completes all the above academic requirements shall be awarded the respective PG degree in the convocation of the institute.

6.7.1 PROVISIONAL DEGREE

All the candidates who have completed all the academic requirements shall get a provisional degree on the submission of no dues certificate to the academic section. This provisional degree shall be valid till the convocation of the respective batch.

6.7.2 RANK CERTIFICATE/MEDAL/MERIT CERTIFICATE

The candidates who have completed all the semesters without any backlog and within the minimum stipulated time shall be considered for rank certificate/medal/merit certificate as per their CGPA.

7.0 VARIOUS COMMITTEES

7.1. SENATE

The Senate of MANIT Bhopal is the apex academic body set up under the NIT's ACT 2007, and deals with all academic matters governing the Institute. The Senate controls, regulates, and maintains the standards of instructions, education, and examination in the Institute and exercises such other powers and performs such other duties as may be conferred or imposed upon it by the NIT Statues. The Director of the Institute acts as the ex-officio Chairman of the Senate.

The Senate of MANIT Bhopal conducts itself through specific Senate Sub-committees set-up by the Chairman Senate from time to time.

7.2. DISCIPLINARY/GRIEVANCE COMMITTEE

- i. An academic grievance committee is constituted for the smooth functioning of all the post graduate programs of the institute and it consists of the following members:

Dean (Academics)	Chairman
Dean (Student Welfare)	Member
PIC Exam	Member
Concerned Warden(s)	Member
Proctor(s)	Member
Associate Dean (PG and Research)	Member
Concerned HOD	Convener

The above committee will deal with all the PG students academic matters/grievances related to attendance, academics etc., problems in the PG programme. The committee will meet as and when necessary, and send the recommendations to the Chairman senate for final approval and action.

- ii. Although all PG students residing in the hostels or outside hostels are expected to maintain the decorum and harmony of the hostels and campus community to the best of their behavior, a disciplinary committee will be constituted for the smooth running of the hostel life of all PG students in the MANIT campus. This committee consists of the following members.

Dean (Student Welfare)	Chairman
Dean (Academics)	Member
PIC Exam	Member
Proctor(s)	Member
Concerned HOD	Member
Chairman (COW)	Member
Concerned Warden(s)	Member
Concerned Chief Warden	Convener

The above committee will be dealing with all the administrative/ disciplinary matters related to the PG students living in and out of institute hostels. The committee will meet as and when necessary and send the recommendation to the chairman senate for final approval and action.

7.3 DEPARTMENTAL POST-GRADUATE PROGRAMME COMMITTEE (DPPC):

1	Chairman	HOD of concerned department
2	Members	Two Professors, One Associate Professor and One Assistant Professor form the Department/ Centre. In case of lack of member at a particular cadre, the same may be opted from the other cadre. In case the quorum is not available in the parent department, the members can be opted from other department/ Centre. One Professor/ Associate Professor from other department. Two student representatives (preferably one male and one female student, from two different batches of the PG programme, except the first and the final year) nominated by the HOD.

3	Convenor	A member of DPPC nominated by concerned HOD.
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Responsibilities of DPPC:

The Departmental Post-Graduate Programme Committee (DPPC) is responsible for the following:

- i. Supervision and conduct of lecture, tutorial and practical classes.
- ii. Supervision and conduct of midterm exam, class tests, quizzes, practical tests, end semester examination, thesis work, seminar and project presentation and ensuring its quality.
- iii. Monitoring of quality of instructions to students.
- iv. Appointment of supervisors of PG Candidates.
- v. Admission related matters in PG programmes at departmental level.
- vi. Monitoring the quality of research.
- vii. Proposing and implementing new courses and programmes as approved by Senate/ BOG.
- viii. Recommending for release/ continuation of Teaching Assistantship on monthly basis.
- ix. Attending to the problems of students and advising, counseling them in academic matters.
- x. To recommend the cases of PG students for continuation/ extension/ termination/ cancellation of programme
- xi. Acting as Student Grievance Committee for PG students at department level.
- xii. Any other work assigned to it by Dean (Academics)/ Senate.

The DPPC is expected to have its meeting regularly and to keep record of its decisions.

7.4. SENATE POST-GRADUATE PROGRAMME COMMITTEE (SPPC)

The Senate Post-Graduate Programme Committee (SPPC) shall act as Senate subcommittee to address and resolve academic matters related to PG programmes, forwarded by DPPC (if not resolved at the level of DPPC).

1.	Chairman	Dean (Academic)
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2.	Members	DPPC of all the Departments offering PG programmes. Two PG student representatives (preferably one male and one female student from pre-final year) nominated by Dean Academic
3.	Convenor	Associate Dean (PG)

7.5 BOARD OF ACADEMICS (BOAC)

The BOAC is constituted for every Department/Centre with Dean (Academic) acting as the Chairperson and the HOD of the relevant department/center acting as the Convenor. The BOAC shall have external and internal members nominated by the Chairman Senate as per the norms laid down by the Senate from time to time. Typical constitution of the BOAC shall be as per the following

- Dean Academic (Chairperson)
- Head of the Department/Centre (Convenor)
- One External Academic expert from Institution of National Importance, preferably IITs
- One External Industry/National Research Laboratory expert
- One Distinguished alumni of the concerned discipline
- All faculty members of the concerned Department/Centre

The BOAC will have the following roles:

- Revision, modification, and vetting of the Scheme and Syllabus related to department.
- Addition, deletion, and renaming of courses and electives
- Proposing new programmes or closing the existing programmes within the department.
- Any other relevant academic matter.

The HOD shall ensure thorough discussion and consensus on the agenda of BOAC in a Department faculty meeting before taking the matter on the agenda of the BOAC.

8.0 CODE OF CONDUCT AND DISCIPLINE

8.1 CONDUCT AND DISCIPLINE

With a view to keep the reputation & image of Institute, the students are required to maintain discipline in the campus and as require to;

- i. Show due respect to their teacher, wardens and staff of hostel and show proper courtesy to other members of the staff of Institute.
- ii. Maintain good rapport and friendly relationship with fellow students.
- iii. Behave affectionately with the new students every year.
- iv. Do not indulge in any acts of ragging. Ragging in any form is banned by law.
- v. Act of physical or mental harassment to junior students individually or in group, is considered as an Act of ragging and calls for strict disciplinary actions including expulsion from the Institute and police action.
- vi. Hon'ble Supreme Court decisions on ragging and subsequent direction from UGC are to be strictly adhered to.

8.2 ACTS OF MISCONDUCT AND INDISCIPLINE

- i. Disregard of orders and instructions of the members of the institute staff.
- ii. Noisy, boisterous, disorderly and obnoxious behavior.
- iii. Irregular attendance and unauthorized absence from classes and hostels.
- iv. Lack of punctuality in attendance, nonpayment of institute dues, in other matters where dates and time for any duty, functioning or obligation are prescribed.
- v. Persistent neglect of studies including mass absenteeism and inciting the mass absenteeism.
- vi. Recourse to unfair means in test and examination.
- vii. Negligence, use of false, fraudulent statement or acts.
- viii. Taking part in strikes.
- ix. Failure to produce identity card on demand by member of staff, warden, prefect etc. at any time and place within the institute, hostel and town.
- x. Non-sportsman like behavior during indoor/outdoor games.
- xi. Displaying lack of courtesy and decorum, resorting to indecent behavior

anywhere within or outside the campus.

- xii.** Any act of damaging the image & reputation of the Institute.
- xiii.** Willfully damaging or stealthily removing any property belonging to institute hostels or of fellow students.
- xiv.** Possession, consumption or distribution of narcotic products and alcoholic drinks or harmful drugs, smoking etc.
- xv.** Possession of fire arms or lethal weapons in the institute premises/hostels, examination hall etc.
- xvi.** Organizing or participation in any group activity expects purely academic and scientific programmers, in company with others in or outside the campus without prior permission of the appropriate authority.
- xvii.** Indulgence in any kind of political activity including displaying posters or placards of political parties within the institute premises.
- xviii.** Addressing the press without permission.
- xix.** Forming society/ association/ organization without permission of appropriate authority.
- xx.** Inviting any outsider of conduct a meeting without permission of the appropriate authority.
- xxi.** Involvement in agitation of any kind which may lead to breach of peace.
- xxii.** Interference with the institute administration.
- xxiii.** Damaging fauna and flora in the campus.
- xxiv.** Indulging in any other acts which the authority feels as breach of discipline.

8.3 IN ADDITION, THE STUDENT SHALL OBSERVE THE FOLLOWING

- i.** Student during training in industry must confirm to industrial discipline and follow factory rules in regard to attendance, holiday, timings & code etc.
- ii.** Student shall be responsible for all books, apparatus tools, instruments, material etc. issued to them.
- iii.** Student shall observe all safety precautions. The institute is not responsible for accidents in the institute, hostel, workshop, laboratory and playground.
- iv.** A student who is found to have committed any act of indiscipline is liable to any one or more of the following punishments.

(i) Warning (ii) Censure (iii) Fine (iv) Reduction/ Cancellation of scholarship/stipend/Fellowship (v) Recovery in part or full of losses or damages to the institute property or property of others caused by the delinquent student (vi) Suspension from availing of any other caused by the delinquent student (vii) Suspension from availing of any of the Institute amenities and services or from class (viii) Removal, rustication or expulsion from the institute or hostel (ix) Withholding of character certificate. Ragging of juniors students will invariably lead to expulsion from the institute.

No post in Student Council/ Association/ Hostel committees, No privilege for Value Education etc. No permission for attending conferences, No recommendations, No option to revise grades, review and debarring from campus interviews, deduction of marks of innovates works/General Proficiency, informing prospective employers, debarring from attending convocation. The students will have opportunity through NCC/NSS/Sports to improve their behavior/discipline. The punishments are liable to be inflicted at the discretion of Director whose decision shall be final.

- v. Students are required to attend not less than 75% of lectures and tutorials etc. in each subject and to complete 75% of practical work in practical subjects in order to qualify for appearing at the End Term Examination.
- vi. Students who wish to take leave must send application in writing duly countersigned by their parents or their tutor guardians or Hostel Warden to the institute office; at least two days before the date on which they wish to proceed on leave, except in case of emergency.

8.4 RAGGING OF JUNIOR STUDENTS

As per the decision of the Hon'ble Supreme Court vide Writ Petition (Civil) No. 656 of 1998, Ragging is an undesirable Social Offence which is totally banned in the Institute,, Broadly speaking ragging is: Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or junior student or asking the student to do any act

or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.

Any act of physical and mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.”

The following could be possible punishments as per the decision of the Hon'ble Supreme Court.

- i. Cancellation of admission.
- ii. Suspension from attending classes.
- iii. Withholding/ withdrawing scholarship/ fellowship or other benefits.
- iv. Debarring from appearing in test/ examination or other evaluation process.
- v. Withholding results.
- vi. Debarring from representing the institution in any national or international meet, tournament, youth festival etc.
- vii. Suspension/ expulsion from the hostel.
- viii. Rustication from the institution for periods varying from I to IV semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution.
- x. Fine as per Government Norms prevailing from time to time.
- xi. Rigorous imprisonment as per Government Norms prevailing from time to time.

9.0 PG THESIS/ PROJECT

9.1 SUPERVISOR(S) SELECTION

Any PG student, who has completed all the academic requirements as prescribed by the institute, can proceed to select a thesis/project supervisor(s) from the research area in which he/ she is interested to work in his parent department. A student can also choose the thesis supervisor from other departments of the institute,

if the chosen supervisor has the same working area in which the student is interested. For this due permission should be taken from the Dean (Academics), through head of the parent department of the student. The same procedure should be adopted if a student is choosing the supervisor from any other academic institute (NOT below the level of NITs)/ Industries/ Research Organizations. In case a thesis supervisor leaves the institute permanently for more than three months before the completion the thesis, a student can choose other supervisor with consultation of the Department Post-Graduation Programme Committee (DPPC) and HOD with the intimation to Dean (Academics).

9.2 THESIS/ PROJECT WRITING AND SUBMISSION

A PG student who has completed all the necessary work of the thesis/ project to the satisfaction of the concerned supervisor(s), may write his/ her thesis/ project report in the prescribed format and must submit the same in the academic section, with the clearance of all dues, before the last date specified by the Institute Failing which he/she will have to pay the fee as indicated in section 3.5. The thesis must be soft bounded with blue color cover page, and must be certified by the concerned supervisor(s) that the required work was done under his/ her/ their supervision, and there is no duplication of the work. The thesis/ project report should be arranged in following manner and should strictly be followed.

- i. Cover page with blue color hard paper followed by white paper having the cover page items.
- ii. Certificate by supervisor(s) in the format specified by the institute
- iii. Acknowledgement by candidate.
- iv. Preface/Abstract (both in Hindi and English)
- v. Table of Contents
- vi. Chapters of the thesis both side printing
- vii. Fonts- Times new roman, Size - 12 Point, Line Space – 1.5
- viii. Appendices, if any
- ix. List of Publications, if any.
- x. References.
- xi. Plagiarism report

The details about the PG thesis format will be available on the institute website.

9.3 THESIS/ PROJECT ORAL EXAMINATION COMMITTEE

- i. The thesis/ project will be examined by an oral examination board formed by the thesis supervisor(s), in consultation with the Head of the Department. It must be recommended by the DPPC and approved by the Chairman senate.
- ii. The committee shall consist of the thesis supervisor(s), at least one member from outside the department or outside the institute and a member from the concerned department (preferably for a group of five students). The head of the department or person deputed by the head of the department will act as the Convener of the Committee.
- iii. In addition to these board members any thesis/ project oral examination/ defense must be open to those all who are interested to be the part of the same. A notice regarding thesis defense should be placed on notice boards before one week of its schedule clearly indicating the date, time and venue. Except in some exceptional cases normally the thesis defense will not be on any holiday including Saturday and Sunday.

9.4 USE OF UNFAIR MEANS/ COPYING OF THESIS

- i. Use of unfair means in any examination of the institute is strictly prohibited and is considered as a serious offense. If any such matter is reported by an invigilator, the grievance committee given in Section 7 will recommend any one of the following punishments based on the written report of the invigilator, relevant papers etc. The disciplinary committee will use its own discretion for all the points of category/punishment not covered in the following table.

Category	UFM Type	Punishment
A	During the course of any examination if any book or written paper related to the examination is found with the candidate.	Examination of that theory paper of the candidate will be cancelled.

B	If a candidate leaves the examination hall finally without handing over the answer book to the invigilator or smuggles in an answer book or replaces the continuation sheet during or after the examination.	
C	Getting impersonated by any other person or refuses to hand over the materials used for copying or destroyed the proofs or refuses to sign on UFM Performa all such candidates will be put under this category.	Present examination will be cancelled in full and the student will be Debarred from appearing in the next examination and therefore the candidate cannot be Admitted in next coming semester exams.
D	If a candidate tries to disrupt or actually disrupts the examination or tries to forcefully obstructs the others not to appear in the examination.	Present examination will be cancelled in full and the candidate will be Debarred for next two examinations.

- ii. Copying of the thesis from any source at any stage is strictly prohibited and is treated as a criminal offense. If any candidate is found guilty in this offense at any stage of the programme, his/her thesis liable to be cancelled after a due departmental enquiry set up by the Chairman Senate for the same. The Chairman senate is empowered to take any decision on such matters including the termination of the programme of candidate.

10.0 Special Provision for students with specific learning disabilities (SLD)

- i. Flexible options shall be provided to complete the PG degree at a comfortable pace while allowing for additional semesters to meet the degree credits.
- ii. Individual learning plans shall be created for these students and course load & credit requirements for each semester shall be recommended for individual students.

iii. Special assistive technologies, reasonable accommodation and any other specific help shall be provided to these students during the course work and examinations.

11.0 RIGHT TO AMEND AND INTERPRET

In case the provisions of this Ordinance need urgent revision or amendment for smooth conduction of academic requirements, the same can be done by Chairman Senate, whose decision shall be ratified in the subsequent senate meeting.

In case of difference of opinion in understanding/interpretation of any rule/regulation, the decision of the Chairman, Senate shall be final and binding.

Notwithstanding anything contained in this ordinance, the Senate of MANIT Bhopal reserves the right to amend and revise without notice the procedures, requirements, and rules pertaining to its postgraduate programmes at any point of time it deems fit.



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MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL –462003
(An Institution of National Importance under Ministry of Education, Govt. of India)

Norms for PG Internship (11 months and 6 months)

1. Eligibility

- i) Only those M.Tech/ M. Plan candidates who have completed 2 Semester course work shall be eligible for internship.
- ii) The candidate should submit the Synopsis of the proposed work to be done during the internship within 3 weeks from the date of relieving from MANIT Bhopal for internship.
- iii) The internship application for candidates shall be evaluated/ reviewed by TPTC, DPPC Coordinator & HoD.
- iv) The candidates are required to submit an undertaking form with reference to point no.1.ii (FORM1: undertaking), to the department through faculty coordinator (TPTC) with a copy to the Training and Placement cell along with application, for approval from competent authority.
- v) The letter of acceptance of internship by the industry / company /education organization is to be submitted along with the Synopsis to the supervisor allotted to him/her by the department via email/post within 3 weeks of joining.(FORM 2:acceptance of internship).
- vi) If the candidate is unable to fulfill the above requirements, he/she can either join back the institute within four weeks from the date of relieving for internship or shall be considered on Job.

2. Procedure for recommendation:

- i) The application for Internship has to be submitted on or before two weeks from the commencement of the semester, only.
- ii) The process of applying for internship should be through the HOD concerned in the prescribed format. (Form 3: Application form for internship). The candidate is advised to submit the form within a week of getting the offer of internship from the company. Offer of internship should be in the form of email and the result in the email given by company to the TPO shall be considered as final document. In case, a candidate gets another opportunity of internship, he/she can switch to the better one and the institute shall give permission for the same. The candidate must fulfill all the formalities of form1 and form3.
- iii) The proposal will be considered with due recommendation of the TPTC.
- iv) Company profile shall be evaluated by the DPPC for Off-campus internship.
- v) The Document file should have the following documents
 - a. Form1:Undertaking form
 - b. Form3:Application form for internship
 - c. Offer Letter/Email of the company for internship
 - d. Proof regarding successful completion of two semesters.
- vi) The candidate should submit the complete document file to the faculty coordinator (TPTC) of the department. The TPTC will forward the same to HOD for recommendation.
- vii) The HOD of the concerned department after getting recommendation of TPTC shall forward the above document file to the Training Placement cell for approval from Competent Authority and issuing the order (NOC) of the internship. The TPO will send the NOC to the faculty coordinator TPTC. The TPTC shall send the copy of same to the HOD and the concerned candidate of the department, AR Account, Associate Dean PG, Professor in-charge examination.
- viii) Intimation of commencement of internship shall be submitted to the HOD concerned before the commencement of the ongoing semester through department faculty coordinator (TPTC)

3. Fellowship:

- i) The fellowship from MANIT shall be discontinued to the candidate who will be getting stipend from the industry/company/education organization where he is doing internship, from the date of joining the internship.

4. Evaluation Criteria:

- i) The project work done during 6-months /11-months internship shall be equivalent to their M. Tech. one semester/ two semester dissertation work.
- ii) The supervision of the internship work shall be done by at least one faculty from the department assigned as supervisor and one mentor from industry/company/educational organization.
- iii) Industry/company/educational organization must submit the month-wise attendance of the candidate to the supervisor of the candidate in the concerned department of MANIT.
- iv) Candidate shall regularly submit the progress report to their respective supervisor of MANIT virtually as suggested by his supervisor(s).
- v) The final evaluation shall be done on the basis of the recommendation given by the mentor of the industry/company/educational organization by supervisor(s), DPPC and external examiners (if appointed by the higher authority).

5. General Conditions:

- i) Usually, the industry/ company/ educational organization do not prefer to disclose most of the confidential work to be published by the candidate. Therefore, allotted supervisor(s) and candidate may publish the work only after getting NOC/consent from the company/industry/educational organization through the TPO of MANIT (FORM4). The TPO, after receiving the consent form the company (Form 4) shall forward it to the TPTC of the department, for information to the concerned supervisor and candidate.
- ii) The dissertation work done in 3rd semester should be complete in all respect, so that, if the candidate gets internship for 6 months in 4th semester, the dissertation/project work should not be the part of 3rd semester's work.
- iii) Candidate must follow the MANIT academic calendar and be present virtual/offline, as the case may be, during the time of their seminars/mid-term review, viva-voice/presentation and at the time of final evaluation.
- iv) If the candidate feels that the internship work is not of high quality/not related to their field of interest, then he/she should submit the application to the department within four weeks from the relieving date from the Institute and can rejoin the institute. In case of rejoining, his/her fellowship shall be resumed from the date of joining back in the Institute.
- v) Industry/company/educational organization shall allowed to produce relevant documents of the work done by the candidate during internship period in the dissertation/project report. The experience certificate of the internship from the industry/company/educational organization is mandatory.

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FORM 1

UNDERTAKING

I _____ Scholar no. _____ of M.Tech_202__ - 202__ (Course duration) in the department of _____ MANIT, Bhopal here by undertake that I will submit the synopsis of the work to be done during the internship period within 3 weeks from the date of relieving from MANIT, Bhopal along with the letter of acceptance of internship by the company/industry/educational organization.

I understand that failing to comply the above undertaking, my regular registration shall be treated as per PG ordinance clause 3.6, if I don't join MANIT back for completion of thesis work.

Name of M.Tech./ M.Plan Course: _____

Date: _____

Name of the candidate: _____

Signature of the candidate: _____



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FORM 2

Acceptance of M.Tech./ M. Plan Internship

This is to certify that Mr./Miss/Mrs. _____ With Scholar Number _____
of Course _____, Department _____ in semester _____
of Maulana Azad National Institute of Technology, Bhopal has been selected for internship at our Educational
Institute/ Industry from _____ to _____.

We have gone through the rules/ norms of the PG internship of the institute and are acceptable to us. Also, candidate is
allowed to produce results obtained during the project/ internship period for his/ her project report.

Mobile Number of the authorized person:	Signature of the authorized person:
Email Id of the authorized person:	Date and Place:
Address of the authorized person:	

To,
HOD

Department of _____ MANIT, Bhopal



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FORM 3

Application Form for PG Internship

Name			
Scholar Number			
Degree			
Department			
Current Semester			
Course			
Category of Internship	On Campus		Off Campus
Name of the company/ educational institute			
Period of Internship			
Stipend for Internship	Yes	No	If Yes, Specify the amount in Rs. _____
Any other relevant information			

Undertaking

I have read the norms of PG internship and shall abide by the rules and regulations of the institute.

Mobile Number of the candidate:	Signature of the candidate: Date:
Email Id of the candidate:	
Address of the candidate:	

Acceptance letter of industry/ educational organization Ref no. _____ Date _____ (copy enclosed)		
Recommendation from	Name	Signature with date
TPTC of the department		
DPPC Coordinator		
HOD of the department		
Head (T&P Cell)		

Forwarded for approval to:

Dean (Academic)/ Director



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FORM 4

NOC from Company for Publication Work

Name of the candidate: _____	Scholar Number: _____
Department: _____	Name of Programme: _____

Name of the company: _____
Specific Area of Internship: _____
Period of Internship: _____

Title of Paper: _____ (Attach the copy of paper signed by the supervisor)

Name of the conference/ Journal: _____ (Attach the information Brochure)

Recommendation from supervisor: _____ _____	
Date: _____	Name and Signature _____

Recommendation from TPTC of the department: _____ _____	
Date: _____	Name and Signature _____

Forwarded by the TPO to the concerned company/ educational organization for getting NOC	
Date: _____	Name and Signature of the TPO _____

NOC from the concerned company:	
<input type="checkbox"/> RECEIVED	<input type="checkbox"/> NOT RECEIVED
Date: _____	Name and Signature in the company/educational organization _____

NOTE: TPO will forward NOC to TPTC of the department for information to supervisor and concerned candidate.

Ordinance for Undergraduate Programmes, 2024



MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY

BHOPAL (M.P.) 462003

(An Institution of National Importance under Ministry of Education, GOI)

June 2024

List of Acronyms

Term	Definition
AIU	Association of Indian Universities
B.Arch.	Bachelor of Architecture
BOS	Board of Studies
B. Plan.	Bachelor of Planning
B.Tech.	Bachelor of Technology
CFTI	Centrally Funded Technical Institute
CGPA	Cumulative Grade Point Average
DASA	Direct Admission of Students Abroad
DUPC	Departmental Undergraduate Program Committee
EWS	Economically Weaker Section
GoI	Government of India
ICCR	Indian Council for Cultural Relations
IIT	Indian Institute of Information Technology
IIT	Indian Institute of Technology
MACT	Maulana Azad College of Technology
MANIT	Maulana Azad National Institute of Technology Bhopal
MEA	Ministry of External affairs
M.Tech.	Master of Technology
NIT	National Institute of Technology
NPTEL	National Programme on Technology Enhanced Learning
OBC	Other Backward Class
RPWD	Rights of People with Disabilities
PhD	Doctor of Philosophy
PWD	Person with a Disability
SAT	Scholastic Assessment Test
SC	Scheduled Caste
Senate	MANIT Academic Senate
SGPA	Semester Grade Point Average
SII	Study in India
ST	Scheduled Tribes
TA	Travelling Allowance
TPO	Training and Placement Office
UFM	Unfair Means
UG	Undergraduate

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1. INTRODUCTION

Maulana Azad National Institute of Technology Bhopal (MANIT), Madhya Pradesh, formerly the Maulana Azad College of Technology (MACT), has been amongst the first eight Regional Engineering Colleges established in the country and was inaugurated on 4th September 1960. The Ministry of Human Resources Development (now The Ministry of Education), Government of India, New Delhi, has upgraded the institute as the National Institute of Technology (NIT), and has recognized it as “An Institution of National Importance”.

Set up over an area of 650 acres on a separate plateau, MANIT Bhopal campus comprises administrative and instructional buildings, residential and recreational accommodation for students and staff, and provides general amenities like Post Office, Bank, Shopping center, Dispensary, Auditorium, and Sports facilities on its campus.

As an Institution of National Importance, MANIT Bhopal offers undergraduate, postgraduate, dual degree and PhD programmes in various disciplines. These undergraduate programmes are designed to inculcate concepts and skills, courage and integrity, awareness and sensitivity to the needs and aspirations of Indian society with an aim to achieve objectives of:

- Providing highest level of education in technology and science,
- Promoting a spirit of free and objective enquiry in different fields of knowledge, and
- Making a significant contribution towards the development of skilled technical manpower to meet the growing demands of our nation.

This UG ordinance sets out procedures and requirements of the undergraduate programmes of study at MANIT Bhopal.

1.1 Undergraduate Programmes

The institute currently offers the following UG programmes:

1. Four-year Bachelor of Technology (B.Tech.) in Chemical Engineering, Civil Engineering, Computer Science and Engineering, Electrical Engineering, Electronics and Communication Engineering, Materials and Metallurgical Engineering, and Mechanical Engineering.
2. Four-year - Bachelor of Planning.
3. Five-year - Bachelor of Architecture.
4. Five-year Dual Degree in Mathematics and Data Science (B.Tech. and M.Tech.)

2. ACADEMIC SESSION

The academic session normally begins in July every year and ends in May-June. It is divided into two semesters:

Semester I: July to November-December

Semester II: January to May-June

Each of the two semesters comprise around eighteen (18) weeks of study including a one-week mid-semester break. The last week of each semester is used for holding the end-semester examinations. There are about 16 working weeks in each semester.

2.1 Academic Calendar

Academic Calendar specifies all the important events during an academic session such as semester registration, scheduled commencement and end of classes, examination dates, submissions of grades, student events, mid-semester break, vacations, etc. Academic Calendar is approved by the Institute Senate for each academic session.

3. ADMISSIONS

Admissions to UG programmes are processed as per the policies and amendments laid down by the Ministry of Education, Government of India from time to time for admissions to various NITs/IITs/CFTIs.

Fifty percent of the total seats are reserved for candidates belonging to home State of Madhya Pradesh and remaining fifty percent are allotted to students from other States. The admissions are governed by Central Counseling Board constituted by MoE. The reservation of SC/ ST/ OBC/ PWD/ EWS/supernumerary quota for female candidates follows the GoI norms.

Apart from this, the Institute also offers admission to foreign students through DASA/ ICCR/ SII/ MEA as per the directives of Govt. of India. MANIT Bhopal has formulated its own eligibility criteria specifically for the students admitted through the ICCR/SII portal as detailed in Annexure 1.

3.1 Change of Programme and/or Branch

The students shall normally pursue the respective B.Tech./B.Arch./B.Plan./Dual Degree programme allocated at the time of admission. However, after the declaration of second semester result, the Senate may permit a limited number of academically meritorious students to change their programme/branch as per the applications received and vacant seats available that year in the particular category. Change of programme/branch is limited to students of B.Tech. and Dual Degree only.

3.2 Cancellation of Admission

The Institute may cancel the admission of any student who:

- fails to submit the prescribed documents by the specified date or
- fails to meet other stipulated requirement(s) such as payment of fee etc.

The Institute may also cancel the admission at any later time if it is found that the student had supplied false information or suppressed relevant information while seeking admission.

4. CURRICULUM

Details of the curriculum for the undergraduate programmes are contained in the 'Schemes and Syllabus' updated and uploaded on Institute website from time to time. The task of updating the 'Schemes and Syllabus' lies with the Board of Studies (BOS) of the respective departments.

4.1 Course Credits

The Credits of an undergraduate course is /are determined as follows:

S. No.	Description	Credits
1.	A theory course with n lectures/tutorials per week	n
2.	If a theory course with n lectures/tutorials per week also has a laboratory component of a) 2 or 3 hours duration per week b) 4 or more hours duration per week	$n + 1$ $n + 2$
3.	Independent laboratory course of m hours duration per week	$m/2$ (rounded off to the next higher number)

A regular course may usually have credits ranging from 2 to 5.

5. REGISTRATION

Every student is required to register each semester for the courses to be pursued as per the prevailing scheme, on the dates specified in the Academic Calendar. A student must ensure that he/she has completed the pre-requisites, if any, for each course to be registered. *The sole responsibility for registration rests with the student concerned.*

5.1 Registration Procedure

The student needs to register and pay fee as per the laid down procedure within the time limits setup by the Institute.

5.2 Late Registration

If, for any compelling reason like illness, etc. a student is unable to register on the day of registration, he/she can register till the late registration day specified in academic calendar on payment of stipulated late registration fee.

5.3 Adding and Dropping of Elective Courses

A student may add or drop course(s) during the first two weeks of the beginning of a semester without exceeding any last date specified in the Institute academic calendar to add or drop courses. For this, he/she must fill the appropriate form, get the endorsement of the Subject coordinator for the subject being added and dropped, and submit the form

through the DUPC of his/her UG Programme for approval of Dean (Academic). Adding a course shall be subject to the limited vacancy available in that course.

A student may also be required to drop a course if there is an unresolved clash in the student's time table preventing him/her from attending the course, or if he/she is found not entitled to register for that course for any reason.

5.4 Academic Load for the Students

A student is normally expected to register for five/six courses every semester as per the respective scheme. Each course carries a weightage in terms of credits depending upon the number of contact hours (lectures and tutorials) and/or laboratory hours.

However, beginning the third semester, a student may be permitted by the Dean (Academic) on the recommendation of Departmental Undergraduate Committee (DUPC) to take an overload of one course every semester to (a) enrich his/her knowledge or (b) clear backlogs. The student may choose if he/she wishes to audit or credit the overload.

The option of 'credit' would imply its inclusion in the calculation of CGPA with award of grades in the range A+ to F. These overload credits would be over and above the minimum credit requirement of the student's (departmental) programme except when the overloading is opted for reasons of clearing a backlog which the student is unable to clear in his/her own branch.

The option of 'audit' would imply an exclusion of the course from the calculation of CGPA, and also its exclusion from the regular grades A+ to F. Besides the regular courses, departments may offer exclusive 'Audit' courses approved by the Senate from time-to-time with credits as less as 1-2 to promote general awareness on topics related to enhancement, promotion, and dissemination of the 'Indian Knowledge System' and on topics related to current developments at the frontiers of scientific research.

Similar to the provision of overload, the Dean (Academic) on the recommendation of DUPC may allow a student, for *bona fide* reason such as academic deficiency, to undertake a reduced load to enable the student to clear his/her programme at a slower pace of convenience.

5.5 Registration of a Deficient Student

A deficient student is one who has a SGPA of less than 5. The deficiency may be due to poor grades, not attending course(s) for health and/ or other reason(s), etc. The students who are not able to get SGPA of 5.0 will be permitted to improve their grades by re-registering in courses where the student has been awarded grades below the "C" grade whenever these courses are offered again. Where a change of scheme occurs and the course is not offered again, the DUPC may replace the relevant course with its nearest

equivalent for possible improvement by the deficient student. Such students may also be permitted to opt for reduced load on the recommendation of their respective DUPC.

5.6 Remedial Classes

The Institute may offer and make provision of remedial classes for 'Deficient' students or for students requesting such classes for *bona fide* reason such as for serious medical reasons. The students would need to approach their respective course coordinators with request for remedial classes beyond the regular classes' timings. Such remedial classes shall be offered and notified by the concerned course coordinator under the approval of the concerned HOD. The attendance of remedial classes, however, shall not accrue to the student in the form of his regular attendance.

5.7 Fee relaxation for students from socially and economically weaker sections

The facility of relaxation in fee shall be extended to students from socially and economically weaker sections of society as per the GOI norms updated from time to time. The modalities shall follow the laid down Institute policy.

5.8 Multiple Exit/Entry Options

The student can avail options of multiple exits from the programme after successful completion of a minimum of four semesters. The Senate will prescribe the Certificate/ Diploma/ Advance Diploma/ Degree to be awarded to the student availing the exit option only upon the request of the concerned student, except where the student successfully completes his/ her programme to which the admission was initially made.

The exit option can be exercised with possibility of re-entry to the same course to complete higher stage of his/her remaining programme with an upper limit of gap from the time of exit to the time of re-joining, as prescribed by the Institute Senate. Normally the exit gap may not exceed a period of 3 years on every exit availed. This gap shall not be counted for computing the maximum permissible duration of the programme.

In case the scheme has changed at the time of reentry, the student shall be governed by the scheme in force at the time of his reentry into a specific semester. After successful completion of Certificate/ Diploma/ Advance Diploma/ Degree, the student shall be notified and awarded the appropriate certification with an appropriate remark about having availed the exit options.

5.9 Provision of AB/BA System

In order to facilitate a student who has missed an entire semester for some *bona fide* reason and to enable him/her to complete the programme in the shortest possible time, the student shall be allowed to register for the next semester without clearing the previous

semester in its entirety. On the recommendation of DUPC, and approval of Dean (Academic) such students will be allowed to subsequently complete their missed-out semester i.e., allowing a backward or BA movement relative to the normal AB movement of students into their successive semesters. While approving the BA movement, the DUPC may duly consider the prerequisites and may allow reduced load in such a case to be compensated by an overload in the subsequent semesters.

Such BA students may also be allowed the benefit of multiple exits, although their benefit will accrue in the odd semester.

6. ACADEMIC TEACHING AND EVALUATION

6.1 Evaluation

The evaluation of students in a course is a continuous process and is based on their performance in mid-semester examination, quizzes, assignments, laboratory work (if any), end-semester examination, etc. As guidelines, Annexure 2 exhibits typical distribution of marks in a continuous evaluation process.

With the help of a Senate Sub-Committee, the Senate may specify from time to time the marks distribution to be generally adhered by the course coordinators. A course coordinator who wishes to differ his/her evaluation from the general distribution, shall have to make a written request elaborating the reasons within 3 days of the beginning of the semester to the Dean (Academic), who with the help of a Senate Sub-Committee or otherwise may approve a modified distribution as suggested by the subject coordinator for the specific subject for which the request had been made.

a) Schedule of Examinations

All examinations shall usually be held during the periods/ days specified in the Academic Calendar. The schedule for the mid-semester examination and the end-semester examination would be declared by the respective departments.

b) Make-up Examination

If a student, for *bona fide* reasons, fails to appear in the Mid-Semester/ End Semester examination, he/ she may make a request to the concerned Course Coordinator for a make-up examination within three days of the date of the scheduled examination. Such a request must give reasons for the failure to appear in the examination with a certificate from a recognized Medical Officer of the Institute dispensary in case the failure to appear in the exam was due to illness. Such cases shall be kept in DUPC which may approve the make-up examination with due intimation to the Dean (Academic). The make-up exam shall be held within 2-weeks of the end-semester examination. The student in such make-up examinations shall be awarded a reduced or scaled-down marks fixed by the Senate (for instance, 80% of the actual scored marks as a guideline) in order to discourage the student from deliberately missing the exams for non bona-fide reasons. Deficient students with D+ and D grades may also

be permitted to undertake such make-up exams. However, the make-up exams shall not be open for a student getting F grade in the regular exam since in this case, the subject would need to be necessarily repeated.

Only one make-up examination, for the mid-semester OR end-semester examination shall be allowed per course. In case of failure to appear in both mid and end semester examinations, the student shall be deemed to have withdrawn from the course and shall be awarded 'W' grade.

6.2 Grading System

a) Credits, Grades, Semester and Cumulative Grade Point Average

At the end of the semester, a student shall be awarded a letter grade based on relative performance in each of his/her courses by the concerned Subject coordinator taking into account student's performance in various examinations, quizzes, assignments, laboratory work (if any), etc. The grades shall be displayed to the students and officially submitted by the concerned Subject coordinator within prescribed time-limit after the end-semester examination.

The Institute prescribes thirteen letter grades: A(+), A, B(+), B, C(+), C, D(+), D, F, I, NP, NF and W. The letter grades and their numerical equivalents on a 10-point scale (called Grade Points) are as follows:

Grade	Points	Description of performance
A (+)	10	Outstanding
A	9	Excellent
B (+)	8	Very Good
B	7	Good
C (+)	6	Satisfactory
C	5	Average
D (+)	4	Below Average
D	2	Marginal
F	0	Fail
I	-	Incomplete
NP	-	Audit Pass
NF	-	Audit Fail
W	-	Withdrawal

- b) Fail Grade "F":** A student who is awarded 'F' grade shall have to repeat the course whenever it is offered again. Where the student is unable to repeat the course for reasons beyond his control such as the non-offering of an elective or a change of scheme, the DUPC shall replace the relevant course with its nearest equivalent for completion by the student. However, if in the repeat course or its equivalent the student once again ends up earning 'F' grade, then he/she shall have to opt for a

replacement/differing course with the approval of DUPC of the concerned department for completing the required credits.

- c) **Incomplete Grade “I”:** A student may be awarded the grade ‘I’ (Incomplete) in a course if he/she has missed, for a *bona-fide* reason, a minor part of the course requirement but has done satisfactorily in all other parts. An ‘I’ grade may be awarded for not appearing in Mid-Semester/End-Semester exam because of medical/unforeseen reasons and for instances of use of Unfair Means (UFM) in the exams. An ‘I’ grade shall remain a temporary grade, and must, be converted by the Subject coordinator into an appropriate letter grade and communicated to the COE office by the last date specified (usually 3 days after the make-up examination). Any ‘I’ grade still outstanding three days after the last scheduled make-up-examination shall be automatically converted into the ‘W’ grade, and the student will be deemed to have withdrawn from the course.

All instances of UFM cases shall be dealt in separately by the Senate-sub-Committee SUPC that may invite the HOD of the concerned department, Prof. I/c (Exam) of concerned department, Subject Coordinator and invigilators for helping to arrive at a decision. Depending upon the gravity of offense, the committee may recommend withdrawal from the course with grade ‘W’ / award of barely passing grade/ one-lower grade/ penalization of 5-20% marks etc. to arrive at a grade that would eventually replace the ‘I’ grade awarded earlier.

- d) **Withdrawal Grade ‘W’:** A student who is deemed to have officially withdrawn from a course for which he/she had earlier registered shall be awarded a ‘W’ grade. This grade may be awarded because of reasons such as extreme shortage of attendance and/or punitive action on disciplinary ground or on ground of serious UFM practices adopted. In all such cases the student shall be deemed to have undergone a forced withdrawal from a course with a letter grade ‘W’ awarded. The student may also voluntarily choose to withdraw from a course upto until the beginning of mid-semester examination by informing the course coordinator in writing. In case of ‘W’ grade, the student may have to opt to repeat the entire course whenever it is offered next time if it is a core course deemed necessary for the programme by the DUPC. Where a change of scheme occurs and the course is not offered again, the DUPC shall replace the relevant course with its nearest equivalent.
- e) **‘NP/NF’ grades:** Beginning the Third semester, a student may audit courses with the permission of the subject coordinators and the DUPC. Overall, courses worth upto 15 Credits may be audited during the stay at MANIT and this load shall be in addition to the normal academic load required in the semester. Auditing a course shall imply that the course shall not be included in the SGPA/CGPA calculations, and only Audit Pass (NP) / Audit Fail (NF) grades shall be awarded to the student.
- f) **Change of Grade Already Awarded:** A letter grade once awarded shall not be changed unless a request for change is made by the subject coordinator of the course and the same is approved by Chairman, Senate on grounds of serious discrepancy on the part of the course coordinator in the award of grade. Any such request for change of grade must, however, be made within four weeks of the start of next-semester in the prescribed form with all relevant records placed for justification.

- g) **Semester Grade Point Average (SGPA):** The Semester Grade Point Average (SGPA) is a weighted average of the grade points earned by a student in all the courses credited and describes his/her academic performance in a semester.

$$SGPA = \frac{\sum_{Semester} (Course\ credits \times Grade\ point)}{\sum_{Semester} (Course\ credits)}$$

- h) **Cumulative Grade Point Average (CGPA) -** The Cumulative Grade Point Average (CGPA) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester. It is computed in the same manner as the SGPA, considering all the courses, and is given by

$$CGPA = \frac{\sum_{All\ Semesters} (Course\ credits \times Grade\ point)}{\sum_{All\ Semesters} (Course\ credits)}$$

Whenever a student is permitted to repeat or substitute a course, the new letter grade shall replace the old letter grade in the computation of the CGPA, but both the grades shall appear on his/her Grade Report.

- i) **Withholding of Grades –** The semester grades of a student may be temporary withheld if he/she has not paid his/her dues, or if there is a case of indiscipline pending against him/her till the matter get resolved.
- j) **Course evaluation-** The DUPC shall have the authority to make provisions of internal or external course evaluation for project-based subjects.

6.3 Institute Internship Policy

MANIT Bhopal encourages its students to undertake internships within India or abroad.

Eligibility:

1. B. Tech./B. Plan./Dual Degree Students shall be eligible for internships of varying durations, no less than two weeks, as per their choice and convenience. For B. Arch. students, a full-semester chosen internship is mandatory.
2. During the pre-final year, the student can undertake internship either in the summer and/or winter vacations limited to the duration of vacations.
3. A full semester long internship can only be undertaken in final year of the B. Tech. /B. Plan./Dual Degree programmes.

Duration:

The duration of the internship shall be of minimum of two weeks and maximum of one semester plus a part of vacations, after completion of which the candidate must mandatorily report back to the Institute.

Norms and Procedure:

- Interested students shall submit application with an offer letter, and fill up an undertaking in the prescribed format for submitting to the respective HoD.
- The DUPC shall assign a supervisor of relevant specialization to the student who shall track the student's regular progress.
- The recommendations of DUPC alongwith the name of assigned supervisor shall be forwarded to office of TPO for necessary approval of the Competent Authority and issuance of order.
- Candidate shall report his/her fortnightly (15-day) progress to the Supervisor through online presentation/video conferencing/physical presence whichever is feasible.
- Where the student avails a one-semester long internship, the student shall still have to mandatorily undergo regular registration at the Institute by paying the requisite fee besides fulfilling due academic requirements prescribed by the Institute
- After the successful completion of the Internship, the student shall submit a report of the work carried out to his/her Supervisor duly countersigned by Industry mentor/ authorized person with certificate of successful completion of the Internship.
- Final evaluation of the internship shall be made through presentation by the student and its evaluation by a project committee which shall also include the concerned Internal Supervisor of the student.

6.4 Online Courses

Student can register for online courses against an elective as per the approved scheme of the programme based on the recommendation of DUPC. The Online courses must be from sources such as NPTEL / SWAYAM and other agencies as approved by the respective DUPC. Credits will be earned only when such courses are of minimum 36 hours / 12 weeks duration and are evaluated by the agency offering the online course. Corresponding Institute grades will be decided by the DUPC. However, a 'Fail' in the course shall be deemed to be 'F' grade at the Institute with the student requiring to undertake a replacement online/offline course approved by the DUPC.

In case an online course is not evaluated by the offering agency i.e., grades are not provided, the students will have to appear in examination conducted by the department for evaluation and grading purpose. DUPC will appoint a faculty of relevant specialization to evaluate such students and to provide an appropriate grade.

Norms and Procedure:

- The students shall be permitted to opt for online courses from their V Semester onwards. These courses should be aligned with list of electives as per the prevailing scheme.
- The DUPC of the Department shall make its recommendation of the online courses to be taken by the student equivalent to the courses of the respective semester.

Progress & Evaluation:

- Upon satisfactory completion of the course, the grade issued online shall be submitted to DUPC for onward compilation of results.
- The students shall bear all the costs associated with online courses. Institute shall not be liable to any such costs.
- The students proceeding on Internships of full semester duration shall have to opt compulsorily for online courses only in order to fulfill the academic requirement.

6.5 Rights of Persons with Disabilities

Institute is committed to make necessary provisions by way of various Assistive Technologies and relevant physical and digital Infrastructure to facilitate students admitted under PWD category as per RPWD Act 2016 of the GOI.

7. INADEQUATE ACADEMIC PERFORMANCE**7.1 Deficient Academic Performance**

A deficient student having SGPA of less than 5, may be placed on *Warning*, or his/her academic programme may be *Terminated* depending on the degree of inadequacy.

7.2 Warning

A deficient student shall be placed first on ‘warning’ with a letter to the effect issued by the Dean (Academic) to the student, a copy of which shall be sent to his/her parents/guardian. Such a student would be required to sign an undertaking incorporating the following terms and conditions:

- i) His/Her academic load may be reduced by at least one course,
- ii) He/She shall obtain a minimum SGPA of 5.0 in the succeeding semester
- iii) He/She shall not hold any office in the Hostels, Students Council or any other organization/body during academic probation.
- iv) Any other term/condition as laid down by Senate.

The parents/guardian will be required to countersign the undertaking.

8. VARIOUS COMMITTEES**8.1 Senate**

The Senate of MANIT Bhopal is the apex academic body set up under the NIT’s ACT 2007, and deals with all academic matters governing the Institute. The Senate controls, regulates, and maintains the standards of instructions, education, and examination in the Institute and exercises such other powers and performs such other duties as may be

conferred or imposed upon it by the NIT Statues. The Director of the Institute acts as the ex-officio Chairman of the Senate.

The Senate of MANIT Bhopal conducts itself through specific Senate Sub-Committees set-up by the Chairman Senate from time to time.

8.2 Disciplinary Committee

A disciplinary committee shall handle all cases related to student indiscipline. This committee comprises the Dean (Student Welfare), Chairman Council of Warden, Concerned HOD, Concerned Wardens, Proctor and Assistant Proctor(s). The committee meets as and when required and sends the recommendation to the Director of the Institute for final approval.

8.3 Departmental Under-graduate Programme Committee (DUPC)

The Departmental Under-Graduate Program Committee (DUPC) shall be responsible for implementation and monitoring of all academic matters related to individual UG programmes. If an issue cannot be resolved amicably in the DUPC, the matter has to be referred to the Senate Undergraduate Programme Committee (SUPC) whose decision will be binding upon the DUPC. The DUPC is expected to have its meeting regularly and to keep record of its decisions.

Constitution of DUPC:

1.	Chairman	HOD of concerned department.
2.	Members	Two Professors, One Associate Professor and One Assistant Professor form the Department/ Centre. In case of lack of member at a particular cadre, the same may be opted from the other cadre. In case the quorum is not available in the parent department, the members can be opted from other department/ Centre. One Professor/ Associate Professor from other department Two student representatives (preferably one male and one female student, from two different batches of the UG prog, except the first and the final year) nominated by the HOD
3.	Coordinator	A member of DUPC nominated by concerned HOD.

8.4 Senate Undergraduate Program Committee (SUPC)

The Senate Under-Graduate Program Committee (SUPC) shall be responsible for implementation and monitoring of all academic matters related to UG Programmes offered at MANIT. It shall act as Senate sub-committee to address and resolve academic

matters related to UG programmes, forwarded by DUPC (if not resolved at the level of DUPC).

Constitution of SUPC:

1.	Chairman	Dean (Academic).
2.	Members	Chairman, DUPC of all the Departments offering UG programmes. Two UG student representatives (preferably one male and one female student from pre-final year) nominated by Dean Academic
3.	Convener	Associate Dean (UG).

8.5 Board of Studies (BoS)

The BOS is constituted for every Department/Centre with Dean (Academic) acting as the Chairperson and the HOD of the relevant department/center acting as the Convener. The BOS shall have external and internal members nominated by the Chairman Senate as per the norms laid down by the Senate from time to time. Typical constitution of the BOS shall be as per the following

- Dean Academic (Chairperson)
- Head of the Department/Centre (Convener)
- One External Academic expert from Institution of National Importance, preferably IITs
- One External Industry/National Research Laboratory expert
- One Distinguished alumni of the concerned discipline
- All faculty members of the concerned Department/Centre

The BOS will have the following roles:

- Revision, modification, and vetting of the Scheme and Syllabus related to department.
- Addition, deletion, and renaming of courses and electives
- Proposing new programmes or closing the existing programmes within the department.
- Any other relevant academic matter.

The HOD shall ensure thorough discussion and consensus on the agenda of BOS in a Department faculty meeting before taking the matter on the agenda of the BOS.

9. LEAVE AND VACATIONS FOR THE STUDENTS

9.1 Leave during Semester

Leave during semester shall be strongly discouraged for all registered students. However, only for *bona fide* reasons, a student may be granted authorized leave of absence by DUPC during the semester as under:

Maximum of 15 days on proven medical grounds

Maximum of 15 days for any other valid and proven reason

The above shall be subject to minimum requirement of attendance as prescribed by the Institute Senate from time to time.

A student who avails authorized leave of absence due to medical reasons shall be required to submit a certificate from the MANIT dispensary doctor in case the medical exigency arises during his/her stay at Bhopal.

Unauthorized leave of absence from the Institute for a period exceeding 3 weeks at a stretch will result in automatic withdrawal of the student from all courses in that semester. In such cases, the concerned teacher would need to inform the DUPC of prolonged unauthorized absenteeism of specific student. DUPC would subsequently initiate action on the concerned non-reporting student.

9.2 Mid-semester Breaks and Vacations

Undergraduate students are entitled to avail mid-semester breaks during the semester and vacations at the end of semesters as specified in the Academic Calendar.

9.3 Permission to Proceed to other Institutions

In order to help a student to broaden his/her horizon, he/she may be permitted to proceed to premier academic institutions in India or abroad as a non-degree student.

The following guidelines and procedures apply for this purpose:

A student who satisfies the minimum eligibility conditions given below may spend up to two semesters in any academic institution of repute in India or abroad with prior permission of Dean (Academic).

a) Eligibility -

- i) Completion of first four semesters of course work,
- ii) CGPA of at least 8.0

- b) Procedure -** The student shall make an application to the Dean (Academic) through the concerned DUPC, giving details of the proposed programme and shall submit a statement of purpose with sufficient information about the institution where he/she has chosen to spend time as a non-degree student.

The Dean (Academic) with the help of a Senate Sub-Committee or otherwise shall examine the student's application to determine whether the proposed programme is of a nature, both in quality and quantity, which on successful completion will justify the permission to proceed to other Institution. On the recommendation of the Dean (Academic), the Senate may approve the proposal and grant permission

to the student applicant to proceed as a non-degree student to the permitted institution. Prior to joining the other Institute, the student shall submit at MANIT all relevant documents related to his/her temporary admission in other Institute, and upon his joining the other Institute the student shall send all his/her academic load details. MANIT shall then proceed for granting equivalent academic credits on his/her return.

- c) **Transfer of Credits and Waiver in-lieu thereof-** Permission to proceed to another institution as a non-degree student does not imply that the student will automatically get waiver from the academic and other requirements of his/her ongoing undergraduate programme at the Institute.

When the student returns from the course, he/she may apply for waiver with an official transcript of the grades obtained by him/her at the selected institution as a non-degree student and other documents/material that the Dean (Academic) may require for evaluation. The Dean (Academic) will determine, by whatever means he/she deems fit, the equivalent courses and/or requirements for which the student may be given a waiver in his/her undergraduate programme at the Institute.

Against each course or requirement for which a waiver is granted, a “*Waiver*” would appear on the Grade Report with an explanatory note that it stands for waiver granted due to courses undertaken at the selected Institution elsewhere.

Those students who are allowed, by way of prescribed rules and procedures, to proceed under an Institutional Exchange Programme will also be governed by the above clauses for transfer of academic credits and related waivers etc.

10. REQUIREMENTS

10.1 Minimum and Maximum Residence Duration

The minimum and maximum residence duration requirements for various undergraduate programmes are as follows:

UG Program	Minimum Residence	Maximum Duration
B.Tech and B.Plan	Four Years	Seven Years
B.Arch and Dual Degree	Five Years	Eight Years

10.2 Academic Requirement

A student is required to complete successfully all the courses of the curriculum prescribed for his/her undergraduate programme and attain a minimum level of academic performance, i.e., obtain a minimum CGPA of 5.0

10.3 Graduation

A student is deemed to have completed the requirements for graduation if he/she has

- a) earned prescribed minimum number of credits as per the prevailing scheme of study
- b) met the residence and academic requirements outlined in Sections 10.1 and 10.2
- c) satisfied additional requirements, if any, of the concerned department,
- d) cleared all the dues of the Institute and the Hostels, and
- e) no case of indiscipline is pending against him/her.

11. DEGREES

11.1 Award of Degrees/Certification

A student who completes all the graduation requirements specified in Section 10.3 shall be recommended by the Senate for the award of the appropriate degree/certification in the ensuing convocation.

11.2 Withdrawal of the Degree/Certification

Under exceptional circumstances where gross violation of the graduation requirements is detected at a later stage, the Senate may recommend to the Board of Governors, withdrawal of a degree/certification already awarded.

12. SCHOLARSHIPS, PRIZES, MEDALS, AND PROFICIENCY CERTIFICATES

A Senate sub-Committee on Scholarships and Prizes Committee (SSPC) shall determine the general policy regarding recommendations for the award of the different types of scholarships, stipends, medals, and prizes awarded to Institute students. The Committee shall detail norms and conditions for the award of various scholarships, prizes and medals from time to time, and make recommendations to the Senate for its final approval.

12.1 Other Incentives to students

Incentives for Attending Short-Term Courses/Seminars/Conferences/Workshops/Symposiums etc.

1. UG Students may be reimbursed the registration fee and expenses of travel for Paper presentation/ short-term courses/ seminars/ conferences/ workshops/ symposiums etc.
2. For any such events, the Department must justify the need for participation of the student and certify if the event is of such importance (for instance, if the conference is Scopus/Non-Scopus) as to merit financial incentive to the student as well as his/her authorized leave of absence from ongoing classes.

3. The quality of publication/presentation shall be scrutinized by DUPC, which shall thereafter make recommendation with due justification to be forwarded to Dean (Academic).
4. Student can preferably avail institute financial support from Sponsored Research/Consultancy Projects of his/her mentor. In case of non-availability of such support, based on the merit of the proposal, the Dean (Academic) may approve financial support as per the prevailing Institute norms.

Award for research and patents

The Institute shall encourage and incentivize research and patents by the students through scholarships, prizes, medals, and proficiency certificates and shall provide limited financial support for all meritorious activities related to research and patents.

Incentives For Start-ups

The Institute has its Start-up policies and mechanisms in place that incentivize and encourage student start-ups, and facilitate them with mentorship, incubation, and seed funding at MANIT ROLTA Incubation Centre.

Students showing potential interest towards working for Startups and/or Entrepreneurship activities shall be encouraged and facilitated in raising seed money or prototype funding. Students may also earn academic credits for pursuing startup-related activities at MANIT Bhopal under the category of 'project-based' labs with equivalent course credits awarded on the recommendation of MANIT ROLTA Incubation Centre and its subsequent approval by the Institute Senate.

Students interested to work for technology development with the help of incubated startups already existing with MANIT Bhopal or outside of Institute are encouraged to do so with mutual agreement between the parties facilitated by the Institute. If a student wishes to get credit for the work carried out in other startups and innovation projects, then the same may be awarded on a case-to-case basis for a maximum of credits assigned to 'project-based' labs in the scheme after due evaluation of the work by the MANIT ROLTA Incubation Centre which shall make recommendation to the Dean (Academic) in order to secure approval of Senate.

13. CONDUCT AND DISCIPLINE

13.1 Ragging of Students

In accordance with the decision of the Hon'ble Supreme Court vide Writ Petition (Civil) No. 656 of 1998, Ragging is an undesirable offence which is totally banned in the Institute. Broadly speaking ragging is 'any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or junior student or asking the student to do any act or perform

something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student'. Any act of physical and mental abuse (including bullying and exclusion) targeted at junior freshers on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background shall be deemed to have been carried out under the umbrella of 'Ragging'.

MANIT Bhopal strictly and completely bans all forms of ragging, a breach of which attracts punishments as per the decision of the Hon'ble Supreme Court. The punishment rendered shall depend upon the degree of severity of violation and may include the following:

- Debarring from appearing in any sessional/examination or withholding of results
- Suspension from attending classes and academic privileges
- Withdrawal of scholarships and other benefits
- Suspension from the Institute for a period of one month
- Cancellation of admission
- Debarring from representing the institution in any national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from hostel
- Rustication from the institution for periods varying from 1 to 4 semesters or equivalent period
- Expulsion from the institution and consequent debarring from admission to any other institution
- Fine up to twenty-five thousand rupees
- Imprisonment for a term which may extend to two years or with fine which may extend to ten thousand rupees or with both
- Collective punishment – When the students committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

13.2 General Rules of Conduct and Discipline

In order to maintain the reputation and image of the Institute, the students are required to maintain discipline in the campus.

The following shall be treated as acts of indiscipline:

- Willfully damaging or stealthily removing any property belonging to the Institute or to the fellow students.
- Taking part in strikes and/or actively provoking and promoting mass-absenteeism from classes.
- Non-sportsman like behavior during the indoor/outdoor games
- Possession, consumption, or distribution of narcotic products and alcoholic drinks or harmful drugs, smoking etc.
- Possession of fire-arms or lethal weapons in the Institute premises/hostels, examination hall etc.
- Indulgence in any kind of political activity within the Institute premises.

- Addressing the press without permission.
- Forming society/ association/ organization without permission of appropriate authority.
- Inviting any outsider to conduct a disruptive meeting without permission of the appropriate authority.
- Involvement in agitation of any kind which may lead to breach of peace within the campus.

A student who is found to have committed any act of indiscipline is liable to any one or more of the following punishments:

(i) Warning (ii) Censure (iii) Fine (iv) Reduction/ Cancellation of scholarship/stipend/Fellowship (v) Recovery in part or full of losses or damages to the Institute property or property of others caused by the delinquent student (vi) Suspension from availing of any of the Institute amenities and services or from class (vii) Rustication, from the Institute or hostel (ix) Withholding of character certificate (x) Ban on holding post in Student Council/ Association/ Hostel committees (xi) No financial assistance for attending conferences etc, (xii) debarring from appearing in job placement.

14. RIGHT TO AMEND AND INTERPRET

In case the provisions of this Ordinance need urgent revision or amendment for smooth conduction of academic requirements, the same can be done by Chairman Senate, whose decision shall be ratified in the subsequent senate meeting.

In case of difference of opinion in understanding/interpretation of any rule/regulation, the decision of the Chairman, Senate shall be final and binding.

Notwithstanding anything contained in this ordinance, the Senate of MANIT Bhopal reserves the right to amend and revise without notice the procedures, requirements, and rules pertaining to its undergraduate programmes at any point of time it deems fit.

Annexure 1

Eligibility Criterion for admission of foreign students through ICCR/SII portal

1. Applicant's maximum age as on October 1st of that calendar year is 25 years.
2. Applicant must have passed the qualifying examination in English i.e. Senior Secondary (10+2) or equivalent from any system of education as recognized by Association of Indian Universities (AIU).
3. Applicant should have successfully completed the Mathematics, Physics and any of the subject (Chemistry, Biotechnology, Computer Science or Biology) in 11th and/or 12th as applicable in respective Board/ System in English Medium.
4. Applicant must have secured as least 60% aggregate marks (average of all subjects of qualification examination taken examination taken together) or 6.5 CGPA (on a 10-point scale) or equivalent in qualifying examination. In case if grades are only awarded, percentage of CGPA equivalence certificate by the principal examination authorities will be essential.
5. Applicant must have a minimum SAT score of 1440 with Subjects – Mathematics level 2 Physics and Chemistry. For the applicants who have taken multiple attempts, the best valid score in each above subject will be considered for arriving at total minimum SAT score.

Applicant must have studied from level 8 to 12 for Physics, Chemistry, Biology and Maths courses in English medium. A certificate by the principal examination authority should be provided for the same.

Annexure 2

Guidelines for Scheme of Evaluation

Theory

Mid-Semester Exam- 20 Marks (1 Hour)

Assignments and /or Quizzes - 30 Marks (Best of five)

Attendance-10 Marks

End-Semester - 40 Marks (2 Hours)

Practical:

Mid-Semester Evaluation- 20 Marks

Practical records + Viva- 30 Marks (Best of five)

Attendance-10 Marks

End-Semester Evaluation- 40 Marks

Studio Based Subjects:

Mid-Semester Evaluation- 20 Marks

Continuous Evaluation- 30 Marks

Attendance-10 Marks

End-Semester Evaluation- 40 Marks

Ph.D. ORDINANCE 2024



MAULANA AZAD
NATIONAL INSTITUTE OF TECHNOLOGY
BHOPAL- 462003
(An Institute of National Importance)

CHANGE OF RULES

Ph.D. Ordinance 2024 is revised in view of minutes of 57th Senate Meeting dt. 20.08.2024, approved in 45th BOG Meeting dt 19.09.2016.

Although the rules and regulations mentioned in this ordinance are not variable but, the Senate, as the Supreme academic body of the institute, from time to time, may revise, amend or alter the regulations, courses of study, their credits and syllabus as and when found necessary. In case a rule needs urgent revision for smooth conduction of academic semester, the same can be done by Chairman Senate and will be ratified in the subsequent senate meeting. ***If there is difference of opinions in understanding/ interpretation of any rule/regulation given here, the decision of the Chairman senate shall be final.***

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GLOSSARY OF TERMS	
Academic year	Institutes academic year begins from July 1 and ends on June, 30 every year.
Academic Calendar	The exact dates for the important academic events scheduled during the Academic Session shall be specified in the Academic Calendar.
Applicant	Aspirant desirous to take admission in doctoral program.
BOG	Board of Governors of the Institute
Caretaker Supervisor:	Is the faculty who substitutes internal supervisor during his deputation, study leave, sabbatical leave, lien or any other long leave.
Course Work	Mandatory requirement for Registration where a student has to write examinations and deliver state of art seminars to earn minimum required credit and CGPA.
CFTI	Centrally Funded Technical Institutions
Dean (AA)	Dean (Academic Affairs)
DPPC	Departmental Post Graduate Program Committee
Draft Synopsis	A draft document with abstract of research proposal, methodology and findings with a list of publications submitted for approval by SRPC
DRPC	Departmental Research Program Committee: it is constituted to enforce rules & regulations as per prevalent PhD ordinances and to facilitate and resolve research Scholar's grievances at department level.
DUPC	Departmental Undergraduate Program Committee.
Even semester	Semester that begins in the month of January and closes by June.
External Supervisor	Supervisor who is from outside MANIT, Bhopal.
Final Synopsis	SRPC approved Draft-synopsis
FT & PT	Full time & Part Time doctoral degree program
GATE	Graduate Aptitude Test in Engineering
HE/He	Pronoun 'HE/He' includes both the genders i.e He/she
Institute	Means MANIT Bhopal.
Internal Supervisor	Supervisor who is from MANIT, Bhopal.
JRF	Junior Research Fellow
MOU	Memorandum of Understanding

NET	National Eligibility Test
Odd Semester	Semester that begins in the month of July and closes by December.
PhD Scholar	Same as Research Scholar
Pre-thesis seminar	A comprehensive internal assessment of the research work done by SRPC of the scholar before final thesis submission.
RDC	Research Degree Committee: constituted to evaluate RDC seminar.
RDC Seminar	Seminar conducted by RDC to fix research objectives and thesis title.
Registration	Enrolment for the courses/research that a student wants to pursue during a semester as required by the Program.
Research Scholar	The registered Full-time and Part-time students/scholars in the PhD program of the institute.
Scholar number	Unique identification number (ID) allotted to PhD/Research scholar.
SENATE	Senate of the Institute
SRPC	Student Research Program/Progress Committee
SRPC Seminar	Semi-annual seminar convened by SRPC
Teaching Fellowship	Scholarship offered to Full-time research scholars under various admission categories.

Note: 'He' & 'His' imply both genders and may be interpreted as 'he/' 'she' and 'his/' 'her', as the case may be.

1 LIST OF PROFORMAS

Proforma No.		Name
I		Proforma for Course work
II.		Proforma for Approval of Seminar Expert
III.		Proforma for Evaluation of PhD Seminar
IV.		Proforma for Constitution of SRPC
V.		Proforma for 6th Monthly SRPC Evaluation
VI.	(a)	Proforma for Approval of RDC expert
	(b)	Proforma for RDC Evaluation
VII.		Proforma for Pre-thesis/ Synopsis submission
VIII.	(a),(b),(c)	Proforma for Certificate from Supervisor
IX.		Proforma for Thesis submission
X.	(a), (b)	Proforma for Ph.D. Thesis Viva Evaluation / Attendance sheet

1.0. REGULATION FOR DOCTORAL PROGRAM (Ph.D. Degree)

MANIT, an Institute of National Importance, offers doctoral program leading to Ph.D. Degree in Engineering, Architecture, Planning (*Architecture Department*), Science, Humanities & Social Sciences, and Management Studies. The student registered for Ph.D. program has to fulfill criterion of minimum course credit requirements, seminars and a research thesis submission for evaluation and award of Ph.D. degree in respective discipline. Award of doctoral degree is based upon the evaluation of thesis submitted by the scholar and evaluated by two experts in the field, while thesis is a bonafide record of the work done by the research student that embodies discovery of new facts, OR novel interpretation of already known facts & theory, OR independent design of process/product, OR development of new instrument/technology.

The doctoral program leading to Ph.D. degree is offered by all the departments/ centers of the Institute. The provisions contained herein are the governing rules/regulation for doctoral degree program being offered by the institute. The regulations outlined herein establishes rules/norms for delivering requisite coursework, administering examinations, and assessing performance leading to the award of a Ph.D. Degree. The Regulations herein are equally applicable to any new stream which are introduced over the time in any upcoming specialized areas/disciplines. The Senate is the supreme academic body which is authorized to modify, amend, interpret, and enforce decisions related to all academic affairs, including the doctoral degree regulations mandated herein. The Board of Governors (BOG) of the Institute, upon Senate recommendation, may change any or all parts of the Regulations contained herein.

1.1 PhD ADMISSION

Aspiring candidate can take admission in any of the PhD program being run by department/centre in the institute under two broad categories as **Full-time (FT)** or **Part-time (PT)** scholar. Each category of **FT** and **PT** admission has different applicable eligibility criteria, qualification and experience requirement as listed in Table-I below. The candidate once admitted in PhD program shall become **Research Scholar** or **PhD Scholar** in the institute with unique identification number (ID) allotted to him. This unique ID termed as '**Scholar number**' can be decoded for the category of admission i.e. **FT & PT, affiliated department/ Centre and year of admission**.

1.1.1 Experience and Qualification requirements

Candidates seeking admission in the doctoral degree program of the institute may apply under various admission categories. The Table-I enlist all admission categories in which institute offers admissions with obligatory qualification and experience requirements. Aspiring candidates

may check qualifications and experience requirement before applying for admission under the designated admission-category.

Table-I: Admission Categories

S.No.	Admission Category*	Experience and Qualification requirements
1.	FT- Institute (With Institute Fellowship)	Master's degree in respective discipline with minimum of 60% or CGPA 6.5 (on a 10-point Scale) with NET/GATE qualified. OR B.E./B.Tech/B.Arch/B.Plan or Equivalent Degree with minimum of 70% marks or 7.5 CGPA (on the scale of 10) plus Valid Gate Score.
	FT- QIP (AICTE-QIP Scholarship Scheme)	The qualification, experience and other eligibility requirement shall be as per AICTE-QIP Scholarship Scheme guidelines. Admission shall be based on the assessment through personal interview of the shortlisted candidates.
	FT-Self-Financed (Without Institute Fellowship)	Master's degree in respective discipline with minimum of 60% or CGPA 6.5 (on a 10-point Scale). OR B.E./B.Tech/B.Arch/B.Plan or Equivalent Degree with minimum of 70% marks or 7.5 CGPA (on the scale of 10).
	FT- Sponsored (Without Institute Fellowship)	Master's degree in respective discipline with minimum of 60% or CGPA 6.5 (on a 10-point Scale). OR B.E./B.Tech/B.Arch/B.Plan or Equivalent Degree with minimum of 70% marks or 7.5 CGPA (on the scale of 10). <u>Experience and other Requirements:</u> The Candidate must be an employee of <i>Central/State Government Institutions/organizations</i> . It is mandatory to furnish NOC from the parent organization at the time of application/admission.
	FT-Foreign (Without Institute Fellowship)	Master's degree in relevant discipline with minimum of 60% or CGPA 6.5 (on a 10-point Scale). AND B.Tech/ B.E./ B Plan of 04 years duration in relevant discipline or 05 years Degree course in Architecture with minimum 60% aggregate marks or 6.5 CGPA (on a 10-point Scale). <u>Experience and other Requirements:</u> (i) This category of admission is applicable to foreign students through ICCR scholarship . (ii) The applicant should not be older than 30 years as on 1 st October of the calendar year. (iii) Must have minimum valid GRE score of 280.

2.	PT-Institute	<p>Master's degree in relevant discipline with minimum of 60% or CGPA 6.5 (on a 10-point Scale).</p> <p><u>Experience and other Requirements:</u></p> <p>Students with Master's Degree in relevant discipline will be eligible for admission in corresponding Part-time / Executive Ph.D. Programs, subject to their fulfilling the requirements as per Table-II</p>
	PT-Internal (Without Institute Fellowship)	<p>Master's degree in respective discipline with minimum of 60% or CGPA 6.5 (on a 10-point Scale).</p> <p style="text-align: center;">OR</p> <p>B.E./B.Tech/B.Arch/B.Plan or Equivalent Degree with minimum of 70% marks or 7.5 CGPA (on the scale of 10).</p> <p><u>Experience and other Requirements:</u></p> <ul style="list-style-type: none"> (i) This category of admission is applicable for regular faculty/staff members of MANIT Bhopal with minimum 01 year of experience. (ii) No change or relaxation in admission process/norms. (iii) Shall undergo a normal selection process as applicable to any other external candidate. (iv) Course work is mandatory similar to any other external candidate. (v) No relaxation in Institute's academic/administrative duties. (vi) No financial relaxation in pursuing Ph.D. program.
	PT-Sponsored (Without Institute Fellowship)	<p>Master's degree in respective discipline with minimum of 60% or CGPA 6.5 (on a 10-point Scale).</p> <p style="text-align: center;">OR</p> <p>B.E./B.Tech/B.Arch/B.Plan or Equivalent Degree with minimum of 70% marks or 7.5 CGPA (on the scale of 10).</p> <p><u>Experience and other Requirements:</u></p> <p>The Candidate must be an employee/officers of central/State Government Institutions/organizations or Industry. It is mandatory to furnish NOC from the parent organization at the time of application/admission. The format of the NOC is given in Annexure A.</p>
	PT-Project (With Fellowship from the Project)	<p>Master's degree in respective discipline with minimum of 60% or CGPA 6.5 (on a 10-point Scale) with NET/GATE qualified.</p> <p style="text-align: center;">OR</p> <p>B.E./B.Tech/B.Arch/B.Plan or Equivalent Degree with minimum of 70% marks or 7.5 CGPA (on the scale of 10) from an Institute of National Importance/CFTI plus NET/GATE qualified.</p> <p><u>Experience and other Requirements:</u></p> <ul style="list-style-type: none"> (i) This category of admission is applicable for Project Staff/Junior Research Fellow (JRF) working under External funded Projects with approved duration of minimum 3 years and with budget provision of recruiting project staff/JRF from project fund.

		<p>(ii) The candidate will have an obligation to serve the designated project for at least 2½ years after registration as PhD scholar.</p> <p>(iii) Should have qualified GATE/ NET/ or any National Level qualifying test.</p> <p>(iv) Admission will be through Institute process which might include a written test and/or interview.</p>
*Prefix FT or PT indicates whether admission is as Full-time research scholar or Part-time research scholar		

1.1.2 Reservation / Relaxation

Presently, a relaxation of 5% in marks or 0.5 in CGPA is applicable to all category of Full-time and Part-Time admissions (*Table-I*) for SC/ST/PWD candidates,. Any modification in all or anyone admission category of Table-I, shall be notified on Institute website after due approval from the competent authority. Category-reservation of SC/ST/OBC/EWS is as per prevailing GOI norms.

1.1.3 Admission Procedure

Application forms for Ph.D. will be made available by the Admission Section with details notified on Institute website. The admission to PhD program shall be through entrance examination, which include written test followed by interview. The applicable procedure for admission to both FT and PT category may include written test and/or interview, which shall be notified in advertisement/institute website with due approval from Senate or Chairman Senate.

Eligible applicants from the organizations having MoU with the MANIT Bhopal will get the admission under sponsored category after having ascertained the eligibility (*as per Table-I*) by the DRPC committee. The basis of the admission under such category shall be Interview/interaction and there shall not be any written test. For admission under AICTE-QIP Scholarship Scheme, the eligible candidates shall have to make an open presentation of the research proposal before the presentation committee followed by the interview. The Interview/selection committee shall comprise of one Professor and Departmental QIP coordinator as members, and HOD of the concerned Dept as chairperson. Final recommendation on the selection of the candidates shall be made by the Interview committee in cognizance with evaluation of presentation committee. Dean(Academic) shall get the final approval from the Director before forwarding the list of selected candidates to AICTE QIP portal for upload and further admission process.

1.1.4 Fee Structure

Student taking admission in Ph.D. Programs shall abide by the fee structure as applicable from time to time, or as notified by the institute. All research scholars in Ph.D. programs will have

to pay the prescribed fees which include admission fee, tuition fee and other charges as notified by the institute.

1.1.5 Registration Process /Desk Registration

All eligible candidates of FT/PT PhD program shall have to register in each semester by submitting requisite fee and Desk registration form by stipulated date. The PhD scholars shall begin research journey by registration in course work to be completed in maximum of 02/04 consecutive semesters by FT/PT scholars, respectively. Moreover, a scholar specific 'Student Research Progress Committee (SRPC)' is also required to be constituted immediately after the allotment of supervisor to the candidate. The SRPC has well-defined constitution in **section 1.6** and supervisor as a convener must conduct one meeting in every semester to assess six-monthly progress of the research work. The SRPC report is mandatory for desk registration. The desk registration may be pending due to following exigencies:

- a) If a candidate fails to deliver a SRPC presentation and the supervisor submit a SRPC report to the Academic Section through HoD with comment "Not Reported".*
- b) If the candidate fails to deliver SRPC presentation or gets "Not Satisfactory" SRPC progress reports in two successive semesters, his registration shall liable to be canceled.*

1.1.6 Admission Withdrawal/Cancellation

If a PhD scholar at any point of time choose to cancel/ withdraw his admission, he has to refund the entire amount of Teaching Fellowship drawn from the Institute and his candidature for PhD re-admission shall not be considered for the next 03 Academic years. In addition, if a PhD scholar is found to have been registered concurrently for any other degree program at any other Institute / University, his registration as PhD scholar shall be canceled and he will be expelled from the Institute with due public notification.

All Ph.D. students are required to register in every semester after paying the requisite fee. If a student does not register for two consecutive semesters, his/her admission will stand canceled.

1.1.7 Place of Work

Candidates registered as research scholar in all FT category in Table-I shall have their place of Research work at MANIT, Bhopal.

For candidate registered under **PT-Sponsored** category may have their workplace at the sponsoring Institute/Organization (parent institute/ Organization), if the parent

Institute/Organization has the requisite research facility with due recognition from MANIT authority (DRPC). The recognition will depend on the state of art facilities available in the area of proposed research. The details of such research facilities available in the parent organization shall need be furnished by the candidate at the time of raising application for admission to Ph.D Program. The DRPC shall examine the details as furnished by the applicant, and may ask for further information, or may even collect first-hand information from other sources. Once DRPC is fully convinced about the adequacy of the available research facilities, the parent institute/organization of said scholar may be recognized as his place of work under **PT-Sponsored** category.

1.2 ENTITLEMENTS AND OBLIGATIONS

Research scholar of the Institute are entitled for financial support under various heads/government schemes. The entitlement for financial support is mainly available to scholars who are admitted under admission-category **FT-Institute**, **FT-QIP** or **PT-Project**. In addition, all PhD scholars are expected to uphold the optimum standard of conduct & discipline in the Institute and in public places. Any breach of conduct rules may fetch regulation and punishment. The subsections below outline all applicable benefits & entitlements, conduct rules and potential repercussions in case of breach.

1.2.1 Fellowship Entitlement

Candidates admitted for doctoral degree program as **FT-Institute** or **PT-Project** are initially eligible for **Fellowship** for a period of **03 years**, which is further extendable to maximum 05 years based on the performance of PhD scholars. The registered scholars under **PT-Project** will get fellowship through Projects or through QIP, CSIR, AICTE, UGC, DAE, DST, or any other equivalent institute/agencies as per applicable norms. These scholars are not eligible for any other financial support from the institute. The candidate shall be registered under **PT-Project** category in those projects only, which guarantee a minimum 03 year fellowship from the funding agency. Moreover, such student shall have to undergo same admission procedure as mandated for admission category **FT-Institute**.

Under **Fellowship** scheme, the PhD Students are required to contribute/assist in teaching/research, or any other co-curricular activities as assigned by their respective HoDs with a minimum workload of up to 8-hours per week. The continuation of fellowship is contingent upon satisfactory performance, as evaluated by both their supervisor and department head. Initially, the normal duration of fellowship is 03 years, which may further be extended in-parts subjected to satisfactory performance and upon recommendation of DRPC and subsequent approval of the institute authority. The **Fellowship** benefits commence from the date of enrollment in the PhD

program in the respective department.

Numbers of seats available across all streams shall be as per the approved government norms. It shall also be governed by the financial implications/available budget and availability of discipline-wise faculty as prospective guides. However, the numbers of seats for Part-time Ph.D. program is variable and shall be decided by the senate-mandate based on the availability of the supervisors.

The admission category eligible for **Fellowship** is tabulated in Table-I. The scholarship offered by other government/ private funding agencies like QIP, UGC, CSIR will be governed by their own respective norms. Continuation of the **Fellowship** is contingent upon satisfactory academic performance and discharge of responsibilities assigned to the scholar under the governing scheme.

The Fellowship may cease under following cases:

- a) Giving false/ fake information at the time of application/ admission.
- b) Failure in obtaining minimum CGPA required for completing coursework.
- c) Not registering for a semester or not depositing requisite registration fees within a stipulated period.
- d) Not delivering SRPC seminar in scheduled time (six monthly report).
- e) Not conforming to prescribed code of conduct or violating Institute discipline rules.
- f) Research progress report with comments "1S/Not Reported".
- g) Remaining Absent without prior information/ permission for more than 03 months.

Application for extension of fellowship beyond 3 years may be considered, only if the scholar has published at least one **SCI / SCIE / SSCI** Journal paper **OR** two Scopus indexed papers in Journals **OR** three papers in Scopus indexed in international conferences **OR** two book chapters from reputed international publications as first author. Only those papers/publications shall be counted in which applicant is the first author and the publication-year commensurate with the registration tenure of PhD scholar in the institute.

Application for fellowship extension beyond 03 years may be considered by Chairman Senate if it is duly recommended by both DRPC and Dean (AA). Such extension shall be in-parts on half-yearly (*06 months*) basis for maximum duration of 5 years **OR** till the date of thesis submission, whichever falls earlier.

1.2.2 Leave Entitlement

Ph.D. students shall be governed by following leave rules with continued financial assistance:

- a) **Casual Leave:** 15 days (*Maximum 05 days at a time*) in one academic year (01 July - 30 June) as per Ministry of Education (MoE) order F.No.17-2/2014-TS-I dated 18 Feb.2015 or any subsequent changes from time to time.

- b) **Maternity Leave:** The female PhD-scholar is eligible for maternity leave as per prevailing institute rule/as per Government of India norms.
- c) **Academic leave:** This entitlement of leave is for attending conference/seminar/symposium/ field work or training program and may be for maximum duration of 15 days per academic year with a maximum of 2 months during the total duration of Ph.D.
- d) **Medical Leave:** PhD scholars having genuine medical issues can be sanctioned medical leave up to maximum of 30 days over the entire duration of PhD and *maximum 10 days in an academic year.*, if applied through proper channel. Under special case of acute medical emergency, the duration of the sanctioned leave may also exceed 10 days in that academic year upon the recommendation of Institute medical officer and subsequent approval by chairman Senate, which may vary on case to case basis.

1.2.3 Seminar/Conference Entitlement

PhD scholars are entitled to have financial support from institute for presenting papers in seminars/conferences in online/offline mode. The entitlement shall be maximum upto Rs.15,000/- (*Rupees Fifteen thousand only*) per scholar per **academic year**. The financial entitlement shall cover inland travel by train up to 3rd AC, registration fee, and limited boarding and lodging expenses (*maximum up to Rs 3000/-*). Only full-time Ph.D. scholars can be considered eligible for financial support in following categories of conferences:

- a) Conferences approved by the CPDA committee of the Institute.
- b) Conferences conducted at IITs, NITs, IIMs, IISc, and other CFTIs.
- c) Conferences whose papers are published in SCI/SCOPUS indexed Journals/ Web of Science.

In addition to above, research scholar may also apply for availing financial support from any other government agency. Such application to funding agencies shall be forwarded by the institute if same is routed through departmental DRPC with due recommendation. The research Scholar can also avail financial support from sponsored research/consultancy projects of his/her supervisor(s). The recommendation from the supervisor should include the research and consultancy project and mention clearly the type of funding envisaged. In case, fund is not available from R&C projects, the research scholar may then approach Institute for appropriate financial support. Such application shall be duly recommended and forwarded by the concerned HOD to Dean (R&C) or Dean (Academic Affairs) for final approval from chairman Senate.

The institute also promote physical participation of research scholars in international conference abroad. All PhD scholars who publish 02 numbers of SCI/SCIE/SSCI Journal papers during the course of doctoral program shall be eligible for this financial support. The financial entitlement under this category shall be maximum up to Rs. 50,000/-. The support may include conference registration fees, travel, and other incidental expenses.

Furthermore, research scholar is also entitled to avail maximum incentive of Rs.20,000/- for high class publications in SCI (Q1) class of Journal. This one-time incentive can be utilized for attending a conference of repute (*whose papers are published in SCOPUS Journals or approved list of conferences*). The incentive covers conference registration fees, travel and other incidental expenses.

1.2.4 Code of Conduct and Discipline Obligation

To uphold the Institute's image and reputation, there is an obligation on the part of PhD scholars to maintain discipline on-campus and exhibit decorum during public proceedings. The following minimum standards are expected from each PhD scholar, whether individually or in the group:

- a) Due respect to faculty, wardens, staff, and their family members.
- b) Good rapport and friendly relationship with fellow students.
- c) Affectionate Behavior with new students.
- d) Adherence to direction from UGC and Hon'ble Supreme Court decisions on ragging.

In addition, the PhD Scholar shall observe the following:

- a) Must refrain from heinous act of ragging, which in any form (physical or mental harassment to junior students individually or in group) is banned by law and calls for strict disciplinary actions including expulsion from the Institute and police action.
- b) Must conform to industrial discipline and follow factory rules regarding attendance, holiday, timings & code if any kind of industrial measurement/experimental observation is being undertaken **OR** undergoing some field training in industry etc.
- c) Must refrain from any damage/misplace of apparatus, tools, instruments, material, books issued to them by the department/institute during field observation/training in industry else shall individually bear cost of any such damage.
- d) Must observe all safety precautions in laboratory, workshop, hostel, playground or in any of the institute premises. Institute cannot be held responsible if mishap/causality takes place due to non-observance of safety instructions/precautions.
- e) Must attend minimum 75% of lecture-classes/tutorials/practical-classes during

coursework in each subject order to qualify for writing End Term Examination.

- f) Must submit an advance application to avail any entitled leave. The application must be countersigned/recommended by their parents or their tutor guardians or Hostel Warden or supervisor at least two days prior to the intended leave date except in case of emergency.

1.2.5 Misconduct and Indiscipline

Indiscipline in any form is intolerable and all PhD scholars must refrain from any act of misconduct or indiscipline. Following actions may be considered an act of misconduct and indiscipline.

- (i) Disregard of orders and instructions of the institute authority.
- (ii) Noisy, boisterous, disorderly, and obnoxious behavior.
- (iii) Irregular attendance and unauthorized absence from classes and hostels.
- (iv) Lack of punctuality in attendance, nonpayment of institute dues, or in all other matters where dates and time for any event, functioning or obligation are prescribed.
- (v) Persistent neglect of studies including mass absenteeism and inciting the mass absenteeism.
- (vi) Recourse to unfair means in test and examination.
- (vii) Negligence, use of false, fraudulent statement or acts.
- (viii) Taking part in strikes.
- (ix) Failure to produce identity card on demand by member of staff, warden, prefect etc.
- (x) Non-sportsman behavior during indoor/outdoor games.
- (xi) Indecent, rude and untoward behavior within or outside the campus.
- (xii) Sabotage to Institute image & reputation.
- (xiii) Sabotage to institute infrastructure, Lab equipment's, hostel assets, or damage to belongings of fellow students.
- (xiv) Possession, consumption or distribution of narcotic products and alcoholic drinks or harmful drugs, smoking etc.
- (xv) Possession of firearms or lethal weapons in the institute premises/hostels, examination hall etc.
- (xvi) Organizing or participation in any group activity except purely academic and scientific Programs, in company with others in or outside the campus without prior permission of the appropriate authority.
- (xvii) Indulgence in any kind of political activity including displaying posters or placards of political parties within the institute premises.

- (xviii) Addressing the press without permission.
- (xix) Forming society/ association/ organization without prior permission of appropriate authority.
- (xx) Inviting any outsider to conduct a meeting without permission of the appropriate authority.
- (xxi) Involvement in agitation of any kind which may lead to breach of peace.
- (xxii) Interference with the institute administration.
- (xxiii) Damaging fauna and flora in the campus.
- (xxiv) Indulging in any other acts which the authority feels as breach of discipline.

1.2.6 Punishment

A Research Scholar indulging in gross act of misconduct/indiscipline is liable to suffer one or more of the punishments such as:

- a) A letter of Warning may be issued in case of first-time negligence of the applicable conduct rules. Repetition or continued disobey of institutes' conduct rules may call for further serious action beyond warning. The entailed punishment might include financial penalty or Fine to the extent of Curtailment/Cancellation of Fellowship. Further escalation of misconduct might eventually lead to cancellation of registration.
- b) In case of damages caused to the institute property or property of other stakeholders by the delinquent scholar, the entailed punishment may include (i) financial recovery of damaged property/instrument/machines fully or in-parts, (ii) Suspension from availing institutes amenities/services, (iii) withholding of character certificate
- c) All gross act of misconduct/indiscipline shall call for Procter hearing and if established by evidence will lead to Removal, rustication or expulsion from the institute or hostel.
- d) Ragging of juniors will invariably lead to expulsion from the institute.

1.2.7 Plagiarism

The thesis report is an authentic testimony of research scholar's endeavors. The content within it must therefore adhere to originality standards, with a threshold of no more than 12% for plagiarized material. Plagiarism is to be checked by the institutes' prescribed software to ensure compliance with plagiarism regulations. It is mandatory to enclose duly signed plagiarism report/certificate (*by scholar, supervisor & chairman DRPC*) along with other certificates at the time of draft-thesis submission

1.3 COURSE STRUCTURE

It is mandatory for PhD scholars to earn prescribed credits for completing the coursework within the designated program duration. The course structure outlines all specific rules for getting credit requirements fulfilled within designated duration; the skeleton & details thereof are narrated in following subsections.

1.3.1 Program Duration

For all full-time PhD scholars, the minimum duration for submitting PhD thesis will be 03 years with fellowship, which may be extended up to maximum of 05 years upon recommendation of DRPC. Subsequent extension would be on six-month basis upon DRPC recommendation of of the concerned department and subsequent approval by chairman Senate. The candidate will have to register continuously without break for all extended duration of six months by way of submitting due charges/fees and completing the applicable registration process e (applicable for both full time and part time PhD program).

a)

In addition, there will be minimum 02-years residential requirement for all full-time research scholars. After completing residential requirement of 02 years, if a research scholar wishes to continue PhD as Part-time scholar, he/she may do so if minimum 02 SRPC seminar & RDC have been completed within the residential period. For scholars admitted under ***PT-Sponsored*** category, the minimum residential requirement shall be 06 months or until course work is completed. These scholars shall however be permitted to carry on their research during evening hours, weekends & holidays in MANIT after fulfilling minimum residential requirement with mandatory Course work completed.

The minimum permissible duration for Part-time Ph. D. program is 04 year, which under normal circumstances exceeds by one-year from the corresponding Full-time Ph.D. Program. However, there is no prescribed maximum time-limit of for thesis submission of both FT/PT programs, as earlier limit of 07 years in 2016 ordinance is now waived off. However, it has now become mandatory for the research scholar to register in each semester of extended duration without break.

1.3.2 Course Credit Requirements

It is mandatory for PhD scholars to earn prescribed credits for completing the coursework within the designated program duration. The distribution of credits for PhD program shall be as per *Table-II* below:

Table II: Credit requirements

Semester I/II	Credits		
	MCA/M.Sc/MBA/M.A.	M.Phil/M.Tech./M.Arch/ M.Plan	B.E./B.Tech./ B.Arch.
Minimum credit for the Course work	15 (5 courses)	12 (4 courses)	24 (8 courses)
2 Seminars	4	4	4
Total Credits	19	16	28

The minimum CGPA to clear the course work will be 6.5. The grading pattern of coursework will be the same as per prevailing scheme of PG programs/NPTEL. The credit requirements for completion of course work is same for both FT and PT admissions, however PT scholars may complete the coursework within the span of 02 years.

Following are established norms of the course work to be taken by part time Ph. D. candidates admitted in July – 2024.

1. Candidates may opt NPTEL/SWAYAM courses to complete their course work.
2. Candidates may attend the part time classes in the evening (6.00pm onwards) as scheduled by concerned Department.

Candidates may attend the full-time classes with regular classes provided who has their parent Organizations permission for 180 days leaves.

The Part-time PhD scholars may opt any courses from ongoing Full-time and Part-time PG programs after due recommendation from supervisor and subsequent approval by DRPC. However, if the recommended course is not being offered in the current-running semester or not a part of existing PG scheme, then such courses may be availed as NPTEL course, if available. For registration in NPTEL courses, prior approval from Chairman DRPC and Dean (Academic) is required. Once coursework is completed, the supervisor of the candidate shall convene SRPC meeting to assess the research progress of the scholar, with minimum frequency of once in each semester. The SRPC of PT scholars shall bear same form and function as it is applicable for FT scholars.

Moreover, Part-time Ph.D. scholars are required to remain in regular touch with their supervisor(s) throughout the program duration. They are also expected to attend the institute for a duration of at least two weeks either at a stretch or in-parts in every semester to complete all stipulated program requirements, including but not limited to research discussions, the SRPC meetings, RDC meeting, Seminars, etc.

1.3.3 Failure in Courses

The candidate should complete the course work in a maximum of 02 semesters (*one year*). Student failing in course work may rewrite/reappear in the exam only once after due permission from Dean (AA) & Chairman Senate.

1.3.4 Failure in Seminar

If a student does not submit the seminar report and remain absent in the Seminar on the scheduled date, he will be awarded 'F' grade unless the extension of date is granted by the chairman senate.

1.4 RESEARCH SUPERVISION

Each PhD scholar enrolled in the designated program will be allocated a supervisor, who is a faculty member of the relevant degree-imparting or supporting department or center.

1.4.1 Main Supervisor/Co-supervisor

A Main supervisor is a faculty member of the department/Centre who mentors, advises, and deals in all Ph.D. related matters of a research scholar. He/she performs lead role in monitoring/mentoring the progress of research work on the chosen topic and provides technical guidance while Co-supervisor plays supportive role with identical responsibility of monitoring/mentoring. Every student admitted to Ph.D. program shall be assigned a Main Supervisor while Co-supervisor is optional.

A PhD supervisor is always from the parent department where the PhD student is registered. In case, a student is registered in the center or intend to work in inter-disciplinary area, the Co-supervisor may be drawn from any other department/center in the institute.

1.4.2 Eligibility and Allotment of Main Supervisor

A regular faculty of MANIT, Bhopal possessing Ph.D. degree and having at least two SCI / SCIE / Scopus Journal papers to his/her credit is eligible to become Research Supervisor. If a faculty is nearing superannuation, he must have at least 03 years of service left at the Institute to act as supervisor.

At any given point of time, one supervisor can guide maximum of 04 institute supported and 05 part-time research scholars (*including Institute and outside MANIT*). A supervisor should plan to take institute-supported PhD scholars in a phased manner, not exceeding one scholar in any given academic year. However, Chairman Senate can allot an additional scholar to a faculty by superseding the prescribed limit of 04 candidates considering his/her extraordinary contribution to the academic growth of the institute. Also, as an incentive, the faculty having externally funded research project of Rs 50 Lakh (*Rupees Fifty Lakhs*) or more may be allotted one additional institute supported PhD scholar. This additional scholar, one per project, shall be allotted after the receipt

of project-grant and would be over and above the stipulated limit of 04 institute supported candidates.

A faculty having maximum prescribed numbers of PhD scholars already working under him, will not be allotted candidate anymore, even if any new admission is keen to work under him. The department wise allotment process begins by making the details of prospective supervisor(s) and his/her area of expertise notified on the Institute website at least 3-4 weeks prior to the start of selection process. The Chairman DRPC shall also furnish the information about the numbers of slots/vacancy available under him. The prospective candidate can interact with the respective faculty in his area of interest and thereafter indicate his choice of supervisors in the order of preferences. All selected candidates will be allotted a supervisor based on the mutual interest of both the candidate and the supervisor.

Candidates seeking admission under sponsored category (*FT- Sponsored*) may be allowed to take maximum of one co-supervisor from the sponsoring organization, where he is currently employed.

As an Institute policy, no candidate can avail guidance from more than 03 professionals, one of them will act as main supervisor, who is essentially a faculty of the Institute. Rest two professionals may either belong to MANIT or may be from any other research organization (*only one from sponsoring organization*) or industry provided they meet applicable eligibility criterion of being co-supervisor.

Allotment of a Research Supervisor for a Part-time Ph.D. Program shall also be governed by the same set of rules and norms as applicable to Full-time PhD programs except/otherwise notified specially.

1.4.3 Eligibility and Allotment of Co- Supervisor

All eligible MANIT faculty with doctoral degree can act as co-supervisor upon the candidate's request and the recommendation of main supervisor. The request should come within 01 year of candidate's registration and under very exceptional or special cases (*if the topic is interdisciplinary and the requested co-supervisor is from other department*) within 02 years or before RDC seminar, whichever falls earlier. The valid request of adding co-supervisor can be forwarded by DRPC to Dean(AA) for approval to chairman Senate if the requested-faculty has the vacancy available under him/her. In addition, a faculty with doctoral degree from national level reputed Institutes (NITs, IITs, IISc, IIM, NID) may also act as co-supervisor.

Working Professional(s) from national level research organization/Research laboratories/industry can also act as co-supervisor if he/she:

- (i) Possesses PhD degree in the respective discipline,

OR

possesses UG/PG degree in the respective discipline with more than 10 years of research experience AND minimum of 05 SCI research papers in the international journal of repute OR 03 SCI research papers plus a granted patent.

- (ii) Must have at least 03 years of service left before superannuation, and
- (iii) Must belong to area in which research scholar is working,

For external faculty or working professional to act as co-supervisor will have to register in the institute by submitting his/her biodata. The Departmental Research Program Committee (DRPC) shall scrutinize the biodata and Chairman DRPC will forward the same to Dean (AA) with recommendation. Dean (AA) will put it up to Chairman Senate for approval, who at his discretion may either approve it or defer it to full senate in the event of ambiguity that demands discussion. The office of the Dean (AA) will issue an appointment letter if approved by the Chairman Senate.

Allotment of a co-supervisor for a Part-time Ph.D. Program shall also be governed by the same set of rules and norms as applicable to Full-time PhD programs except/otherwise notified specially.

1.4.4 Change of Main/Co-Supervisor

Change of Supervisor under exceptional circumstances shall be permitted as follows:

- a)** In the event, the allotted supervisor leaves the Institute permanently, a new supervisor from the research group shall be appointed by the Chairman DRPC after seeking consent of the research scholar. The outgoing supervisor can still continue to act as co-supervisor, in case he/she joins another Institution of National Importance, OR an Institute having NIRF ranking under 100, OR National Research Laboratory, OR superannuated as MANIT faculty.
- b)** If the supervisor proceeds on deputation/lien/study leave/sabbatical leave/Child Care leave/any other leave for a period exceeding 06 months, he/she would no longer be able to act as main supervisor.
 - (i) If the co-supervisor is already *available*, he/she shall be elevated to become supervisor and the supervisor proceeding on leave may continue to guide the scholar as co-supervisor.
 - (ii) In case, the faculty proceeding on-leave is the only supervisor of the candidate, a new Supervisor in consultation with the candidate and the ousting supervisor shall be added upon due recommendation from chairman DRPC and subsequent approval from chairman Senate. The new supervisor may either be drawn from the existing SRPC of the candidate or from the same

research group with slots available under him. The supervisor proceeding on leave may still continue to act as co-supervisor if the newly appointed supervisor and the Chairman DRPC are in agreement.

- c)** In the event the supervisor passes away, the co-supervisor (*if available*) will act as main supervisor. If the Late faculty is the only supervisor to the candidate, the Chairman DRPC will appoint a new supervisor from the research group.
- d)** A faculty can only be proposed for inclusion as co-supervisor by the scholar within one year of PhD registration. However, an eminent faculty from other institutes such as IITs/NITs/IISc/IIM **OR** working professionals from national level research organization/Research-Labs/Industry may be proposed for inclusion as Co-supervisor before the conduction of RDC meeting. Afterwards, no such addition shall be allowed.
- e)** A faculty who is retired from the institute may continue to guide a scholar as main-supervisor provided the student submits the thesis within 06 months of his/her superannuation. Chairman DRPC shall appoint a new supervisor from the research group in case the submission is not done within 06 months.
- f)** If any faculty is on deputation/lien/study-leave/sabbatical-leave/child-care-leave at the time of admission of new PhD-batch and the candidate has opted that faculty as his/her choice of supervisor, under such cases the faculty member on-leave is not permitted to supervise the candidate.

In every case of change of supervisor, the Chairman DRPC has to check the eligibility and availability of the new supervisor. If the Research plan or area of the work requires modification due to the change of supervisor or for any other reason, such changes should be allowed by SRPC unless they do not lead to any conflict of interest among supervisor, co-supervisor and research scholar.

Moreover, the MANIT-faculty can also guide PhD candidates of other institutes/universities if the NIRF ranking of such institutes/universities falls within 100. However, guidance of such candidates shall also be counted within the stipulated limit of maximum 06 candidates.

All these norms of change of main-supervisor/co-supervisor are equally applicable for all categories of Part-time Ph.D. Programs.

1.5 THESIS EVALUATION

All the norms of thesis evaluation are equally applicable to FT and PT research scholars unless it is separately notified. The research conducted by PhD scholar is presented/submitted in the form of a spiral-bound report/manuscript, which is forwarded to two external experts in the subject-area for valuation and comments. After receiving approval from the experts, the submitted manuscript undergoes revision to address all suggested corrections and comments. The manuscript after incorporating all corrections and inclusion of facts & figures as suggested by reviewers is then formally submitted as hard-bound **thesis**. The thesis is a testimony of scholar's original research, which after successful defense (*leading to award of Doctoral degree*), is archived for all future references. The entire process of thesis submission, evaluation & award of doctoral degree commences with a pre-submission seminar and concludes with an open defense viva-voce examination. The procedural guidelines, implied rules, applicable regulations are logically detailed in following sub-sections.

1.5.1 Pre-Submission Evaluation/Seminar

Regular meetings of the SRPC (*Student Research Progress Committee*) assess research scholar's progress on semi-annual (six monthly) basis, while pre-thesis seminar is the last & final SRPC meeting which discusses and approves attainment of all research objectives set forth for the doctoral research conducted by PhD scholar. If a scholar has done sufficient work with conclusive outcomes that comply research objectives, he may request SRPC committee via supervisor to convene pre-thesis seminar. If supervisor is also satisfied with research outcomes and mandatory publications requirements i.e. minimum 02 numbers of Research Papers in SCI/SCIE/SSCI Journals **OR** minimum 04 numbers of Scopus indexed journals publications, he would arrange for a pre-thesis seminar to be delivered by research scholar. The SRPC committee shall examine the pre-thesis seminar for conclusive outcomes before recommending the research for submission in the form of **draft- synopsis**.

The **draft-synopsis** is a document with abstract of **research proposal, methodology and findings along with a list of publications**. The SRPC evaluates both the **draft-synopsis** and the **pre-thesis seminar** to ensure the completion of all research objectives outlined in the RDC (*Research Degree Committee*) report, which was finalized in the RDC meeting.

Although, the pre-thesis seminar will be an open seminar and may be attended by faculty, research scholars, and PG students of any department, yet the SRPC is the only authorized committee to evaluate the work and submit the recommendation. It would be appreciated, if PhD scholar submit adequate numbers of **draft-synopsis** at least one week before the scheduled pre-thesis seminar for review and comments by SRPC members.

1.5.2 Synopsis Submission

After successful defense of ***pre-thesis seminar***, the PhD scholar is required to finalize the draft-synopsis after resolving/incorporating the comments/suggestions made by SRPC. The **Final-synopsis** or simply **Synopsis** is a brief document that summarizes ***research proposal, methodology and findings with a list of publications***. The synopsis enables appointed examiners (*referees*) to agree/decline evaluation of final thesis upon preliminary examination of research findings contained therein.

Upon approval by SRPC committee, the research scholar will have to submit 05 numbers of **Final-Synopsis** in hard-copies *along with the soft copy* within one month from the date of pre-thesis seminar. The requisite numbers of synopsis shall be submitted to chairman DRPC with following certificates:

- a) Recommendation of SRPC,
- b) Certificate from the supervisor that candidate has completed coursework with minimum credit requirements.
- c) Certificate from the Research Supervisor stating:
 - i. That there is a prima facie case for consideration of the thesis,
 - ii. That the thesis does not contain any work which has been previously submitted for the award or any degree, and
 - iii. The extent of collaboration, if any.

1.5.3 Panel of External Examiners

The panel of proposed examiners for thesis evaluation should be submitted by the concerned supervisor along with the final synopsis. It is imperative that the examiner's names are drawn from the cited references in the synopsis/thesis. The panel of examiners is submitted in a prescribed format, duly signed by the supervisor and the chairman of the Doctoral Research Program Committee (DRPC), enclosed in a confidential sealed envelope addressed to the Assistant Registrar (Admissions). The panel of examiners comprises of two separate clusters. In one cluster, the 05 examiners/referees are drawn from IIT/IISc, while in the second cluster another 05 examines/referees should be drawn from other national-level institutions such as NIT/CFTI or equivalent research organizations in India. The panel of examiners along with 05 copies of the final synopsis are to be submitted to the office of the AR(admission) to initiate the final evaluation process.

The Assistant Registrar (Admissions) will retain 01 copy of the synopsis for record, while the remaining 04 copies and the panel of examiners will be forwarded to the office of the Professor-In-Charge of Examinations (PIC) for further processing and subsequent submission to the Dean (AA). The Dean (AA) will now get two referees nominated/approved from the Chairman Senate,

one from the cluster of IITs, and second from the cluster of NIT/CFTI/research organizations. The names of the approved referees will be communicated to the office of the Professor-In-Charge of Examinations (PIC), who will then send a copy of the synopsis to both referees (examiners), requesting their consent to evaluate the Ph.D. thesis after a preliminary review of the attached synopsis.

If, for any reason(s), an approved examiner declines to evaluate the thesis, the PIC will contact other examiners from the panel after getting requisite approval from the Chairman Senate. If no examiners from the panel agree to evaluate the thesis, the supervisor will need to submit a fresh panel of examiners.

1.5.4 Thesis Writing Format

The thesis is a comprehensive document of the original research conducted by the PhD scholar. It substantiates the research findings in a structured format, adhering to the guidelines outlined below for sequential arrangement and inclusive content. Thesis should be written in English with meaningful facts, figures, and grammatically correct statements. The thesis-writing structure is given in **Table III**. In addition, thesis-writing style with the approved fonts/formats is given in **Appendix-I**. It is mandatory for all FT and PT scholars to strictly adhere to prescribed structure and style in thesis-writing and same is to be ensured by the concerned supervisors.

Table III: Thesis Structure

S.No.	Item	Purpose
(i)	Title Page	<i>Title of the thesis, author's name, degree for which it is submitted, department, institution, Month-Year</i>
(ii)	Abstract	<i>Concise summary of the thesis, usually around 200-300 words, highlighting the research problem, methods, results, conclusions and Outline of thesis</i>
(iii)	Acknowledgements	<i>author expresses gratitude to those who contributed to the completion of the thesis, such as supervisors, funding agencies, colleagues, family, etc</i>
(iv)	Candidates Declaration	<i>Containing statements of scholar's own research work</i>
(v)	Table of Content	<i>Lists all major sections and subsections with corresponding page numbers</i>
(vi)	List of Figures and Tables	<i>provides a list of all figures and tables included in the thesis, along with their respective page numbers</i>
(vii)	List of abbreviations	<i>Alphabetically arranged list of abbreviations used in the thesis.</i>
(viii)	Chapters	Introduction: <i>Introduces the research topic, provides background information, states the research problem or questions, outlines Research</i>

		<p><i>objectives, Methodology and gives an overview of the thesis structure.</i></p> <p>Literature Review: <i>Surveys relevant literature on the research topic, critically evaluates existing studies, identifies gaps in knowledge, and establishes the theoretical framework for the research.</i></p> <p>Work Chapters: Consisting of</p> <ul style="list-style-type: none"> ✓ <i>Theoretical framework,</i> ✓ <i>Empirical findings,</i> ✓ <i>Modelling & Simulation,</i> ✓ <i>Experimental studies,</i> ✓ <i>Data analysis,</i> ✓ <i>Novelty in design, methods and data collection techniques,</i> ✓ <i>Novelty in instruments or tools used for data analysis.</i> ✓ <i>Results and discussion.</i> <p><i>Each chapter should conclude with chapter summary.</i></p> <p>Conclusion and Future scope of work: <i>Qualitative and quantitative summary of completed research with its main findings, significance and scope of future work</i></p>
(ix)	References	<i>Lists all sources cited in the thesis, following a IEEE citation style for thesis in Engineering & Science stream</i>
(x)	Appendix	<i>Includes supplementary material that is relevant to the thesis but not essential for understanding the main text. It may contain raw data, questionnaires, or additional analysis.</i>
(xi)	List of Publications	List of scholar's own publications in IEEE citation style.

1.5.5 Thesis Submission Requirement/ Rules

The research scholar compiles the theoretical framework, empirical findings, and data of their completed research in the form of a thesis. This document must be prepared and submitted to the office of the Dean (AA) within 06 months from the date of the pre-thesis seminar. The thesis submission process adheres to specific criteria, requires certification from relevant authorities, and involves completing prescribed forms, as outlined below.

- a) Certificate from the supervisor and coordinator DRPC for successful completion of prescribed course work, comprehensive examination, SRPC meetings, and RDC seminar by the research scholar within the prescribed time limit.
- b) Certificate from the Research Supervisor stating:
 - (i) That there is a prima facie case for consideration of the thesis,
 - (ii) That the thesis does not contain any work which has been previously submitted for the award or any degree, and
 - (iii) The extent of collaboration if any

- (iv) Submission of Plagiarism report using institute's prescribed software. The permissible plagiarism is 12% from all sources excluding scholar's own publication.
 - (v) Certificate from the research scholars and the supervisors that thesis report is prepared following the prescribed styles of formatting/fonts and the structure in Table III/
- c) Certificate from the Accounts section that there are no dues up to the date of submission of the synopsis.
 - d) The candidate shall submit 04 copies of spiral bound thesis printed on both sides of the paper to the Dean (Academic) within the prescribed time limits, i.e., not earlier than one month and later than six months from the submission of the synopsis. The thesis shall be written in the approved format and fonts for all certificates, TOC, chapter title, chapter body, conclusion, appendix and references.
 - e) If for some genuine reasons, a scholar couldn't submit the thesis even after the elapse of six months after submission of seminar, he/she may apply for extension only once for the period at the discretion of Chairman, Senate. However, this should not violate the minimum duration clause.
 - f) Along with the thesis, the candidate shall submit the requisite forms containing the authorization from the Research Supervisor(s) for submission of the thesis and a certificate from accounts section that there are no dues against the candidate.

1.5.6 Thesis Evaluation & Detailed Report

The thesis received in the office of the Professor-In-Charge of Examinations (PIC) will be sent to both examiners who have previously agreed to evaluate the research based on the synopsis. The examiners are expected to submit their reports within 8 weeks of receiving the thesis, using the Performa provided by the office of Professor In-charge Examinations.

The report submitted by both the examiners must have any one of the following structured recommendations:

- A.** *I recommend that the thesis be accepted in its present form.*
- B.** *I recommend the thesis to be accepted, however the candidate has to clarify my queries at the time of Viva Voce examination.*
- C.** *I recommend that the candidate modifies the thesis as per my Suggestions and the modified thesis should be sent to me for re- evaluation.*

- D. I recommend that the candidate modifies the thesis as per my suggestions and the modified thesis should not be sent to me for re- evaluation.*
- E. I do not recommend acceptance of this thesis for the reasons set out in detail in my report.*

In addition to the structured recommendations mentioned above, the examiners are required to submit a detailed report (250-400 words) outlining the research contributions chapter by chapter. The Professor-In-Charge of Examinations (PIC) will supply the formats for both the thesis recommendation and the detailed report.

If the referees suggest accepting the thesis with minor modifications, the scholar can resubmit the thesis once after making the necessary changes, within a six-month period. The same referee(s) will review the modified thesis upon resubmission.

If one examiner accepts the work while the other rejects it, the thesis will be referred to a third referee from the panel of examiners, approved by the Chairman Senate.

A thesis rejected by both referees may be resubmitted after undergoing comprehensive revision, which would include the incorporation of new results. The thesis may be resubmitted, within a period not earlier than 01 year and not later than 02 years from the date of intimation of thesis rejection by the office of Professor-In-Charge of Examination (PIC). The resubmitted thesis, incorporating thorough revisions and new results, may be sent to the same set of examiners or to a new set of examiners at the discretion of the Chairman Senate. However, if the resubmitted thesis is rejected again, the candidate will be disqualified, and his registration will be permanently cancelled.

The defense/viva-voce examination can only be held if both referees give positive recommendations. Confidential copies of the referees' reports will be shared with the Research Supervisor(s), and any queries or revisions requested by the examiners will be communicated to the scholar. The scholar needs to address all corrections point wise and prepare responses to the queries systematically. The revised thesis and the scholar's responses will then be submitted to the Doctoral Research Program Committee (DRPC) for review. The chairman of the DRPC will forward the committee's recommendation to the Professor-In-Charge Examinations (PIC) to schedule the defense viva-voce examination at a mutually convenient date to all examiners.

At the time of defense, the supervisor must ensure that the research scholar will submit 02 copies of the thesis printed on both sides in hard bound form to the office of Professor In-charge Examinations.

1.5.7 Examination Board Constitution

With positive recommendation from both the examiners, the research scholar shall have to defend his work in an open viva-voce examination conducted by a Board of Examiners. The Board of Examiners shall be appointed by the Chairman Senate and shall consist of:

- (i) HOD of the Department/Center as chairman
- (ii) One Senate nominee appointed by chairman Senate
- (iii) One of the referees who evaluated the thesis,
- (iv) Research Supervisor(s), and
- (v) SRPC members

1.5.8 Award of Doctoral Degree

The research scholar is required to present and defend his research work before the Examination Board (EB). Upon completion of the viva-voce examination, the EB will submit a duly signed evaluation report in the prescribed format, along with a categorical recommendation regarding the successful defense or otherwise, to the office of the Professor-In-Charge of Examinations (PIC).

If the board's (EB) recommendation is positive, the Professor In-charge Examinations with due approval of Chairman Senate will issue a notification regarding successful completion of all formalities by the research scholar on the date of defense. The notification mentions thesis title and make him eligible for provisional degree of Ph.D. from the date of viva-voce examination. The doctoral degree will be conferred upon the candidate in the upcoming convocation following senate approval.

In the event that a thesis has been accepted but the candidate is unable to defend his work before the viva-voce board (EB), the Chairman of the Senate may permit the candidate to reappear for the viva-voce examination at some later date determined by the chairman (DRPC) and the concerned supervisor. However, if the research scholar fails to defend his work again, he will be declared unsuccessful, and his candidacy for the doctoral degree will be summarily revoked.

1.5.9 Legal Matters

Any legal issue arising out of the process will be dealt with within the jurisdiction of court at Bhopal.

1.6 MONITORING AND ADMINISTRATIVE COMMITTEES

In order to support PhD-scholars, various oversight (*monitoring*) and administrative committees are formed. These committees are designed to mentor, guide, and offer administrative assistance to scholars at both departmental and institute levels so that he may advance his work in the chosen areas of research at utmost ease. Committees such as Seminars, Student Research Program Committees (SRPC), and Research Degree Committees (RDC) are established to monitor the scholars' progress and assist them in directing research with well-defined objectives and methodology (RDC). Departmental-level administrative support is provided by the Departmental Research Program Committee (DRPC), while institute-level support is offered by the Senate Doctoral Program Committee (SDPC). The composition and functions of each committee, along with their respective forms, are detailed below.

1.6.1 Key Research and Administrative Committees

Table IV outlines various committees that a research scholars will interact during course of his doctoral degree program. The purpose and objectives of each committee with operational timeline is provided in the table below.

Table IV: *Monitoring and Administrative Committees with their purpose*

Committee	Meetings on Timeline	Event	Purpose
Seminar	<i>During Coursework</i>	(i) Coursework Seminar -I, (ii) Coursework Seminar -II,	To Evaluate state of art seminar
SRPC	<i>Every six month after Registration</i>	(i) Six monthly SRPC seminar	To monitor research progress
	<i>Just after the completion of research work.</i>	(ii) Pre-thesis Seminar	To Evaluate quality and quantity of completed research work

RDC	Within 02 years of admission	(i) RDC Examination	To contemplate and fix research-plan, research-objectives, research-topic and research-Methodology
(DRPC)	As and when required throughout the program duration	(i) Fellowship enhancement, (ii) Resolving Grievances, (iii) Supervisor allocation etc.	for admin support to all PhD scholars at Departmental level
Senate Doctoral Program Committee (SDPC)	Throughout the program duration	(i) Fellowship enhancement, (ii) Resolving Grievances,	For admin support to all PhD scholars at Institute level

1.6.2 DRPC: Form & Functions

DRPC looks after all administrative approvals of PhD scholars at department level. It also looks after conduct of PhD scholars and initiate redressal of any grievance arising between scholars or between scholar and his supervisors. The Constitution of DRPC is given in Table-V.

Table V: Constitution of DRPC

1	Chairman	HOD of concerned department
2	Members	3 to 6 faculty members nominated by concerned HOD.
3	Coordinator	A member of DRPC nominated by concerned HOD.
4	Invitee Member(s)	Concerned Supervisor (s)

Functions of DRPC

- Evaluation of external Supervisors bio-data and forward them to Dean(AA) & Chairman Senate for due approval.
- To approve the external research centers for carrying out research work in a given discipline.
- Any other advice/ grievance/ recommendations desired by Dean (AA) from time to time.

1.6.3 SRPC: Form & Functions

The SRPC is intended to monitor research progress of an individual PhD scholar. It mentors, guides, and evaluates the research progress by conducting SRPC seminars biannually i.e., one in every semester and exclusive to a PhD scholar. The six-monthly evaluation through SRPC seminar is a mandatory requirement for desk registration of an individual scholar in each semester. The Constitution of SRPC is given in Table-VI.

Table VI: Constitution of SRPC

1	Chairman	HOD of concerned department
2	Internal Member*	Two faculty representatives from the parent department, one should be minimum at the level of Associate Professor from the same area of specialization.
3	External Members*	One faculty representative from other department minimum at the Associate Professor level
4	Convener	Supervisor (s)

The constitution of SRPC is initiated by scholar's supervisor by proposing a panel of 04 internal experts from the parent department and the 02 external experts from other departments. From the proposed panel, the Dean (AA) will select two internal members and one external member to form SRPC of designated PhD scholar. Internal SRPC member should ideally be drawn from same specialized area in which the PhD scholar has submitted his research proposal (*contingent upon the availability of experts in that field*). The SRPC is headed by the HOD/HOC of the concerned department/centre as chairman while supervisor is a convener member. The committee is responsible for overseeing the research progress of the PhD scholar throughout his tenure at the institute.

If any SRPC member is on leave for a duration of fewer than six months and an SRPC meeting is pending, the supervisor(s) may request approval from the Dean (AA) to appoint an alternate faculty member from the same specialized area as a temporary SRPC member for that particular meeting. The Dean (AA) may grant temporary approval in cases of urgency, such as when the SRPC meeting for that student is delayed due to the non-availability of the nominated member. If an SRPC member is on leave for more than six months or if a member has retired, the concerned supervisor must initiate the process to appoint a new SRPC member by proposing two experts for replacement, according to the

internal or external category. The Dean (Academic Affairs) will then approve such a change request.

Functions of SRPC

- a) To monitor the progress of the research work of the candidate.
- b) Evaluation of the progress of the research work on six-monthly basis with defined research objectives & methodology as per RDC recommendations. The evaluation report should reflect performance of the candidate by quantifying the satisfactory in four levels as 1S, 2S, 3S, and 4S, where 1S and 4S signify minimum and maximum level of progress respectively.
- c) Conduct of pre-thesis seminar after confirming the quality and quantum of the work and publications.
- d) Review and approve draft-synopsis of the candidate.
- e) To verify the mandatory publications requirement for thesis submission.

1.6.4 RDC: Form & Functions

It is a committee formed to assist research scholar in formulating well defined research-objectives, devising a comprehensive research plan, and outlining a methodology for the identified research gap based on comprehensive literature review. It also assists him in crafting/fixing concise and clear **thesis title**, which is fixed initially in RDC seminar with slight deviation allowed at the time of pre-thesis submission, if approved by the concerned SRPC. The Constitution of DRPC is given in Table-VII.

Table VII: Constitution of RDC

1	Chairman	HOD of concerned department
2	External Member:	One Professor/ Associate Professor as expert from the area of research proposal from IIT/NIT/IISc/CFTI
3	Members	SRPC members
4	Convener	Concerned Supervisor (s)

The supervisor of PhD scholar will propose a panel of 03 external experts from the area of specialization in which research scholar submits his research proposal. Chairman Senate will approve one expert from the proposed panel. In principle, the RDC committee is an extended version of SRPC with inclusion of one external expert with the

supervisor serving as the convener. Necessary arrangements for scheduling RDC meeting during the scholar's second year (*i.e after completing coursework, but no later than the close of second year*) shall be made by supervisor as convener.

The RDC meeting freezes research objectives and the thesis title, which typically remains unchanged under normal circumstances. Minor adjustment(s)/fine tuning in the thesis-title and the research-objectives are allowed if SRPC deems fit and necessary at the time of pre-thesis seminar, if such changes do not alter the essence of the research in the proposed area. Completion of RDC shall be an essential condition for enhancement of fellowship after 02 years. Such enhancement after eligibility shall be applicable from the date of RDC, if it gets delayed.

Functions of RDC

- a) The qualitative evaluation of the identified research gap and problem formulation.
- b) To finalize the research proposal, title of the research/thesis with well-defined research objectives.
- c) To finalize methodology and research plan with timeline.

1.6.5 EB: Form & Functions

If the thesis submitted by the scholar receives positive recommendation from both the examiners, the research scholar is required to present and defend his work in an open viva-voce examination administered by a Board of Examiners (EB). The Board of Examiners shall be appointed by the Chairman Senate as per composition in Table-VIII:

Table VIII: Constitution of RDC

1.	Chairman	HOD of the Department/Center as chairman
2.	Internal Members	All SRPC members
3.	Internal Member	One Senate nominee appointed by chairman Senate
4.	External Member:	One of the referees who evaluated the thesis
5.	Convener	Concerned Supervisor (s)

Functions of EB

- a) It conducts an open viva-voce examination where the scholar defends his research before the board members and the audience.

- b)** It assesses the candidate's ability to present his research effectively, including his ability to communicate and clarity of expression.
- c)** The EB provides constructive feedback to the candidate, highlighting strengths and areas for improvement in his research and presentation.
- d)** The board ensures that the examination process adheres to academic standards and regulations set by the Senate.
- e)** The chairman and Senate nominee ensures that viva-voce examination is conducted with objectivity and sanctity for award of the doctoral degree.
- f)** The EB makes the recommendations for the award of the doctoral degree **OR** revision of the work/thesis **OR** any other recommendation as deemed necessary depending upon the quality and quantum of the defence.
- g)** Finally, The EB also rates research scholar's work by awarding grades: "**Exemplary**", "**Excellent**", "**Good**", "**Fairly Good**" for inclusion in the doctoral degree.

1.6.6 Senate Doctoral Program Committee (SDPC): Form & Functions

The **SDPC** is an institute level committee which is constituted to facilitate all FT and PT scholars for any administrative support/grievance which otherwise could not be resolved at department level by DRPC. The SDPC shall be appointed by the Chairman Senate as per composition in Table-IX:

Table IX: Constitution of RDC

1.	Chairman	Dean (Academic)
2.	Member	Dean (SW)
3.	Member	Dean (FW)
4.	Senate Member-1	Appointed by the Chairman Senate
5.	Senate Member-2	Appointed by the Chairman Senate
6.	Invitee Member:	Concerned HoD
7.	Convener	Associate Dean (PG & PhD)

Functions of SDPC

- a)** To advice/recommend for remedial solutions on issues/unforeseen condition which are neither touched upon nor addressed in PhD ordinance, in force.
- b)** To discuss on the PhD related items for their inclusion as Senate agenda and propose viable solution for discussion in full Senate.

- c) Plan and execution of Research Scholar Day.

1.7 ADMISSION THROUGH MOUs

MANIT; an institute of national importance; is currently working closely with other renowned academic institutes and research organizations for joint-PhD programs. As a matter of policy, the PhD ordinance 2024 approves such collaborations and MoUs.

Senate also upholds and approves the possibility and initiation of exploring joint-PhD program with AIIMS Bhopal. The MoU is intended to sum-up various terms and conditions of PhD admission (*joint admission process, eligibility criteria, application procedures, and selection methods*), course structure including *mode of delivery*, research supervision, thesis evaluation, student support & services, funding, scholarships, legal and regulatory compliances. The norms are being evolved and likely to be put before the Senate for discussion and approval in the next meeting. The joint program is expected to start from Jan. 2025.

Senate also approves MoUs with CPRI Bengaluru and CIPET Bhopal for joint research collaboration, exchange of facilities for conducting research and joint-PhD programs.

1.8 CHANGE OF RULES

Ph.D. Ordinance 2024 is revised in view of circular MANIT/Dean(Acad)/2024/1659 dated 26.03.2024, by the designated committee under the chairmanship of Dr. R. K. Nema and successively approved in 57th Senate Meeting dated 20.08.2024. The approved Senate ordinance is endorsed in 45th BOG Meeting dt 19.09.2016.

Although the rules and regulations mentioned in this ordinance are not variable but, the Senate, as the Supreme academic body of the institute, from time to time, may revise, amend or alter the regulations, courses of study, their credits and syllabus as and when found necessary. In case a rule needs urgent revision for smooth conduction of academic semester, the same can be done by Chairman Senate and will be ratified in the subsequent senate meeting. If there is difference of opinions in understanding/ interpretation of any rule/ regulation given here, the decision of the Chairman senate shall be final.

*Annexure A**No Objection Certificate***Certificate from the employer for Part Time/Executive Ph.D candidates to be issued on Employer's letter head**

1. Name of the Employee :
2. Type of Organization: ☐ Industry
☐ Research Organization Academic
☐ Institutions
3. Address of Administrative Officer/HR Manager

Phone : _____ Fax: _____
Email : _____
Mob. _____
4. Designation of the Employee Seeking admission in MANIT:

5. Employment Details :
 - a) Total Job Experience on the last date of application submission
.....
Years
.....Month
 - b) First joined on :Date.....Month... .. Year
 - c) Holding the present :Date.....Month Year
position since (date)
 - c) Nature of Job (*R & D, Design, Production, Marketing, Administrative, Teaching*) :

This is to certify that, Mr/Ms. _____
employed as _____
in this organization in regular capacity, is permitted for admission to Part Time/Executive Ph.D. Program at MANIT, Bhopal. He / She has been employed in this organization for the past _____

_____ years in a regular cadre. If selected the organization has no objection to his/her undergoing PhD Program under Part Time category at MANIT, Bhopal. He/ She, if selected, shall be allowed to attend the classes during daytime during his/ her PhD program course work.

Signature of Applicant

Seal & Signature of
Competent Authority
Name, Designation