

ORDINANCE AND REGULATIONS

M.TECH

(Applicable from 2023 Batch)



INDIAN INSTITUTE OF TECHNOLOGY MADRAS

Zanzibar Campus

Bweleo, Zanzibar

CONTENTS

| | |
|--|----------|
| ORDINANCES | 2 |
| REGULATIONS | |
| R.1.0 Admission to the M.Tech Programme | 3 |
| R.2.0 Structure of the M.Tech programme | 3 |
| R.3.0 Faculty Adviser | 5 |
| R.4.0 Class Committee | 5 |
| R.5.0 Upgradation to(M.Tech+Ph.D) programme | 6 |
| R.6.0 Registration and Enrolment | 6 |
| R.7.0 Registration | 6 |
| R.8.0 Supplementary Examination | 7 |
| R.9.0 Contact Courses | 8 |
| R.10.0 Minimum Requirement to Continue the Programme | 8 |
| R.11.0 Maximum Duration of the Programme | 9 |
| R.12.0 Discontinuation from the Programme | 9 |
| R.13.0 Discipline | 9 |
| R.14.0 Attendance | 10 |
| R.15.0 Leave Rules | 11 |
| R.16.0 Assessment Procedure : Tests and Examinations | 11 |
| R.17.0 End Semester Examination | 11 |
| R.18.0 Project Evaluation | 12 |
| R.19.0 Weightages | 12 |
| R.20.0 Makeup Examination | 13 |
| R.21.0 Subjectwise Grading of Students | 14 |
| R.22.0 Method of Awarding Letter Grades | 15 |
| R.23.0 Declaration of Results | 15 |
| R.24.0 Re-examination of Answer Papers | 15 |
| R.25.0 Course Repetition | 16 |
| R.26.0 Grade Card | 16 |
| R.27.0 Eligibility for the award of M.Tech Degree | 17 |
| R.28.0 Power to Modify | 17 |

M.Tech(Master of Technology)

(Applicable for 2023)

ORDINANCES.

- O.1 Candidates who have qualified for the award of the Bachelor's degree in Engineering / Technology or Master's degree in Science are eligible to apply for admission to the M.Tech programme. The admission process includes a screening test followed by a personal interview.
- O.2 The eligibility criteria for admission to the M.Tech programme shall be as approved by the IITM senate and will be made available in the "M.Tech Admission Brochure" for admission, each year.
- O.3 The normal duration of the M.Tech programme, including project work, shall be ***four semesters***. ***The candidates have to earn a minimum of 190 credits***. Candidates may be permitted to do their project work in the industry and other approved organisations as prescribed in the project guidelines of the individual M.Tech programs.
- O.4 The award of the M.Tech degree shall be in accordance with the regulations of the Senate of the Institute.

REGULATIONS

R.1.0 Admission to the M.Tech Programme

R.1.1 Candidates from all nationalities who have qualified for the award of the four-year Bachelor's degree in Engineering / Technology/ Science or a Master's degree in Science or any equivalent qualifications as prescribed by the admission committee of programs are eligible to apply for admission to the M.Tech programme.

R.1.2 Candidates *sponsored by Industries*, established Institutes/R&D Organisations/National laboratories are also eligible to apply.

R.1.3 Announcements for M.Tech Admission will be made by IIT Madras Zanzibar and the candidates should apply online before the specified dates.

R.1.4 The M.Tech Admissions Committee, constituted by the Director, IIT Madras will decide on the operational aspects of the selection of candidates based on the criteria laid down.

R.1.5 In all matters concerning the selection of candidates, the decision of the Director-in-charge, IIT Madras Zanzibar Campus (Hereafter, Director Zanzibar) or his / her nominee, viz. Chairperson, M.Tech Admissions Committee, is final.

R.1.6 In addition to satisfying the conditions given in the information Brochure for the M.Tech Admission provided along with the application forms, the selected candidates should satisfy any other admission requirements indicated in the offer letter of admission. Only then, they will be admitted to the M.Tech programme, after payment of the prescribed fees. However, if at any time, any of the requirements are not fulfilled by the candidate, then his/her admission to the programme may be cancelled.

R.2.0 Structure of the M.Tech programme

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

- i.* core courses to be compulsorily taken by all the students of the programme.
- ii.* elective courses including domain specialization courses offered
- iii.* Laboratory courses
- iv.* Project work

R.2.2 The academic programmes in each semester may consist of coursework and/or project work as specified by the Senate of IIT Madras (Hereafter Senate).

R.2.3 Each M.Tech -programme will have a curriculum and syllabi for the courses approved by the Senate. The curriculum should be so drawn up that the minimum and maximum number of credits for successful completion of the M.Tech programme of any stream are **190 and 210, respectively**.

R.2.4 Students will have to register in all the *core courses* listed in the curriculum of their

programme and successfully complete all of them. However, the Programme Consultative Committee may grant permission to a student not to register for some of the core courses and substitute them with some other courses, depending on the courses successfully completed by the student in their undergraduate programme.

This has to be intimated to and approved by the Director Zanzibar and the Dean of the School of Engineering & Science.

R.2.5 Electives will have to be taken from the courses offered by the School in that particular semester from the list of approved courses.

However, programmes may permit the selection of electives other than those listed against the stream, provided they have relevance to the area of specialisation and are subject to the approval of the Faculty Adviser.

R.2.6 The medium of instruction, examination, seminar, and project reports will be English.

R.2.7 Definition of Credit system

- (i) One credit indicates an effort of 50 minutes (1 *credit-hour*) per working week.
- (ii) One *credit-hour* of the lecture is assumed to need two *credit-hours* (1 hour 40 minutes) outside the classroom in terms of student effort to thoroughly comprehend the subject material, do the homework, etc. Thus, a course with 3 lectures a week will be a $3+(3 \times 2) = 9$ credit course, indicating that a student needs to put in 9 *credit-hours* (7 hours 30 minutes) of work a week on this course, inside and outside the classroom put together.
- (iii) A one *credit-hour* supervised session with no effort required outside should count for one credit. Thus, an afternoon (2 hours 30 minutes) laboratory session, where the student runs an experiment, collects data, interprets it, and writes a report should be awarded 3 credits. If a laboratory course requires effort outside of the allotted 2.5-hour slot, appropriate credit should be awarded (1 credit for 1 *credit-hour*, i.e., 50 minutes). In the same vein, a 1 *credit-hour* tutorial session should be awarded 1 credit, if no work is expected outside.
- (iv) In any given semester, a student should not be required to register for more than 60 credits. This means a maximum academic time commitment of about 50 clock hours every week.

In line with the above credit definition, sample credit mapping for typical courses/laboratory structure is summarized below (Each time unit specified in the table =50 minutes)

| Nature of Course | Credit hours per week for | | | | | |
|------------------|---------------------------|----------|-------------------|-----------------------|-----------------------------------|----------------------|
| | Lecture | Tutorial | Extended Tutorial | Afternoon Lab Session | Time to be spent outside of class | Total credits in the |
| | | | | | | |

| | | | | | | |
|-------------------------|------|-----|-----|-----|-------------------------|-------------|
| | | | | | | new system |
| | | (b) | (c) | (d) | (e) | $a+b+c+d+e$ |
| Theory | 3(4) | 0 | 0 | 0 | $3(4) \times 2 = 6 (8)$ | 9 (12) |
| Theory + Tutorial \$ | 3 | 1 | 0 | 0 | $3 \times 2 = 6$ | 10 |
| Theory + Tutorial \$ | 3 | 1 | 1 | 0 | $3 \times 2 = 6$ | 11 |
| Theory + Lab | 2 | 0 | 0 | 3 | $2 \times 2 = 4$ | 9 |
| Laboratory | 0 | 0 | 0 | 3 | 0 | 3 |
| Laboratory | 0 | 0 | 0 | 3 | 2 | 5 |
| Project | 0 | 0 | 0 | 0 | 27 | 27 |
| | | | | | | |

\$ Assuming the tutorial does not require any work outside

R.3.0 Faculty Adviser

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

R.4.0 Class Committee

R.4.1 For the I and II semesters of the M.Tech Programme, Programm-wise class committees will be constituted by **the Director Zanzibar** comprising of:

- i. Course teacher/coordinators of all subjects (not covered under R.4.2)
- ii. The respective Program Chairperson will also serve as the class committee chair.
- iii. Two student members one from each basis, or 20% of the class strength, whichever is less.
- iv. Faculty Adviser – Ex-Officio Member

R.4.2 The basic responsibilities of the class committee are:

- a) The committee will review periodically the progress of the courses, discuss issues concerning curricula and syllabi, and the conduct of the classes
- b) The type of assessment for the course will be decided by the teacher in consultation with the class committee and will be announced to the students at the beginning of the semester
- c) Each class committee will communicate its recommendations to the Chair of the

Programme and the Director Zanzibar

- d) The class committee, without the student members, will also be responsible for the finalization of the semester results

R.4.3 The class committee is required to meet at least twice in a semester, once at the beginning of the semester and another time after the end-semester examination, to finalise the grades.

R.5.0 Upgradation to (M.Tech+Ph.D) programme

M.Tech students will be eligible for upgradation to (M.Tech+Ph.D.) if they satisfy the following criteria:

- a. The candidate should have successfully completed a minimum of 2 semesters in the M.Tech. Programme.
- b. The candidate should have a minimum CGPA of 8.0 in the prescribed courses including the project.
- c. Upgrading to the PhD program will be purely an academic decision.
- d. Tuition and stipend-related matters will be considered separately

A Committee duly constituted by the Dean of the School will consider such applications for upgradation to Ph.D. and make its recommendation to the Director Zanzibar, as per the rules.

R.6.0 Enrolment

R.6.1 Enrolment:

From the second semester onwards, ***all students have to enrol on the first day at the beginning of the semester.*** A student will become eligible for enrolment only if he/she satisfied R.10.1 and in addition, he/she has cleared all dues to the Institute, Hostel and the Library up to the end of the previous semester, provided he/she is not debarred from enrolment by the Institute, on disciplinary grounds. Failing to enrol may incur appropriate penalties.

R.7.0 Registration

R.7.1 Except for the first semester, online registration of courses for the ensuing semesters will be done during a specified week before the end-semester examination of the previous semester.

For those students who register beyond the last date prescribed for registration, a late registration fee as decided will be charged up to the last date as per the academic calendar of the respective semester. Beyond this period, concerned students will not be permitted to enroll for the following semester and their registration status will be declared as “withdrawn”. The list of such students will be sent to the Registrar of IIT

Madras Zanzibar for further necessary action. The registration done by students will be shown online for the MTech Programme's approval.

If a student finds his/her academic/course load heavy in any semester, or for any other valid reason, he/she may drop courses before the last date mentioned in the Academic Calendar with the approval of the course Teacher and his/her Faculty Adviser.

Request for dropping courses can be approved up to 45 working days from the commencement of the class provided the student maintains a minimum attendance grade of G (Good-85% to 94%) till the time of dropping (i.e. date of getting the approval of course faculty). In specific courses, the teacher can reduce this period to less than 45 days by prior intimation to the class.

- R.7.2** The M.Tech students are eligible to take extra courses apart from the courses prescribed in the curriculum viz. two course in the 3rd semester and not more than one course in the 4th semester, subject to a maximum of 60 total credits in any semester, provided a student has no backlog and has earned a minimum CGPA of 7.0 at the end of the previous semester. Students taking extra courses should obtain the prior approval of the respective MTech Program Chair. This will be shown in the grade card as the EXT category and will be considered for CGPA calculation.
- R.7.3** During the final project semester, students are not normally permitted to register for courses except if it is allowed as per the MTech curricula.

However, students who are short of a few credits required for the degree may be allowed by the MTech Program Chair to register for one or two courses along with the project under the specific recommendation from the Dean of the School. In such cases, the project duration may have to be extended accordingly beyond the normal period.

- R.7.4** The number of courses for which they have registered should enable the student to earn the credits required to continue their studies as per R.10.

Course(s) withdrawn will have to be taken as and when they are offered, if they belong to the list of core courses (Compulsory courses).

- R.7.5** In extraordinary circumstances like medical grounds, a student may be permitted by the Dean of School to withdraw from a semester completely. *Normally, a student will be permitted to withdraw from the programme only for a maximum continuous period of two semesters.*

R.8.0 Supplementary Examination

- R.8.1** Students who get "U" grade and attendance code "G" (Good) and above in a core course are eligible to seek Supplementary Examination.

- R.8.2** A student is eligible for only one Supplementary Examination in any course. No second chance is given. In case a student fails in the Supplementary Examination he/she has to repeat the course in a regular semester, as and when it is offered.
- R.8.3** The Supplementary Examination will be offered by the same teacher who offered the course earlier.
- R.8.4** The Supplementary Examination will be held during the supplementary exam week as per the next semester's Academic Calendar.
- R.8.5** Those students who have failed as per R.8.1 in the previous semester alone are eligible for taking supplementary as per R.8.4.
- R.8.6** For taking Supplementary Examinations, the students need not attend classes in that course once again. The same attendance code earned in the earlier examination will be retained for the Supplementary Examination.
- R.8.7** The end semester alone is given as a Supplementary Examination and the sessional marks already secured by a student in that course will be taken into account for finalizing the grade and the same cut-off for the grades shall be used.

R.9.0 Contact Courses

- R.9.1** A contact course may be offered during the regular semester or during summer by a School, only to a final year student who has obtained "U" grade in a CORE course. The course will be offered only on the recommendation of the program chair, with the mutual agreement of the teacher and the student.
- R.9.2** *No student should register for more than two contact courses during the semester or in the summer.*
- R.9.3** The contact course will not be offered if a regular course is offered on the same subject during that period.
- R.9.4** Such final-year students who are desirous of registering for a contact course should make a request, in the prescribed form, to the MTech Programme Chair through the & the Director Zanzibar well before the commencement of the semester in which the contact course is to be taken.
- R.9.5** The assessment procedure for a contact course will be similar to that of the regular semester course.
- R.9.6** Withdrawal from a contact course is not permitted.

R.10.0 Minimum Requirement to Continue the Programme and Readmission

- R.10.1** A student should have earned not less than **30 successful credits** in the first semester, **80 successful credits** at the end of the second semester, and **110 successful credits** at

the end of the third semester.

If a student fails to earn the required minimum credits in any particular semester, he/she will be relieved from the programme at the end of the semester.

R.10.2 In addition to the above, to be eligible to continue in the programme the student ***should have a minimum CGPA of 5.0***, calculated according to the formula in R.26.2. However, in calculating the CGPA for eligibility to continue the programme only courses that the student has completed, up to the point under consideration, will be taken into account.

If the CGPA of any student so calculated falls below 5.0, the student will be issued a warning and if the student continues to get a CGPA less than 5.0 in the following semester also then the student will be relieved from the programme.

R.10.3 Readmission

The students who do not satisfy the minimum requirement vide R.10.1 and are relieved from the programme may seek readmission to the Director Zanzibar with the recommendation from the MTech Programme Chair.

R.11.0 Maximum Duration of the Programme

R.11.1 A student is ordinarily expected to complete the M.Tech programme in ***four semesters***.

In case students do not complete their project work in four semesters, they are permitted to submit the report in the fifth semester with the prior approval of the project guide, MTech program chair, and the Director Zanzibar

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

R.12.0 Discontinuation from the Programme

R.12.1 Students may be permitted to discontinue the programme and take up a job, ***provided they have completed all the course work***. The project work can be done during a later period either in the organisation where they work, if it has an R and D facility, or in the Institute. ***Such students should complete the project within eight semesters from the date of admission to the programme.***

Students desirous of discontinuing their programme at any stage with the intention of completing the project work at a later date should seek and obtain prior permission of the Director Zanzibar, after being recommended by the Faculty advisor and the Dean of the School.

R.13.0 Discipline

R.13.1 Every student is required to observe discipline and decorous behavior both inside and outside the campus and should not indulge in any activity that will bring down the

prestige of the Institute.

R.13.2 Any act of indiscipline of a student reported to the Director Zanzibar, will be referred to the ***Discipline and Welfare Committee*** constituted by the Senate from time to time.

The Committee will enquire into the charges and recommend suitable punishment if the charges are substantiated. The Director Zanzibar will consider the recommendation of the Discipline and Welfare Committee for appropriate action.

R.13.3 Appeal: The student may appeal to the Director Zanzibar whose decision will be final.

R.13.4 The Institute has a zero tolerance policy towards ragging of any kind. Punishments will range from debarment for a period to complete rustication. Every senior student (2nd to final year) shall give an undertaking every year at the time of enrolment, that (s)he will (a) desist from the practice of ragging in any form (b) report any incidents of ragging forthwith to the authorities.

R.13.5 Grievance Resolution Committee

The school has a Grievance Resolution committee consisting of 3 faculty members who may be approached by the students of the concerned departments for addressing their complaints.

An institute-level Grievance Resolution committee is constituted by the Director Zanzibar.

R.14.0 Attendance

R.14.1 Every teaching staff member handling a class will take attendance till the last instructional day in the Semester. The percentage of attendance, calculated up to this point, will be indicated by a letter code as follows:

| Attendance Rounded to | Remarks | Code |
|-----------------------|-----------|------|
| ≥ 95% | Very Good | VG |
| 85 to 94% | Good | G |
| <85% | Poor | P |

R.14.2 A student who has an attendance lower than 85%, whatever may be the reason for the shortfall in attendance, will not be permitted to appear in the end-semester examination of the course in which the shortfall exists.

R.14.3 The teacher handling a course must finalize the attendance on the prescribed date as per the academic calendar.

The particulars of all students who have attendance less than 85% in that course must be announced in the class by the teacher himself/ herself. Copies of the same should be sent to the Director Zanzibar and MTech Programme Chair concerned. Students who maintain less than 85% should not be permitted to sit for the end-semester exam without the permission of the Director.

R.14.4 Condonation of Attendance: Every student is expected to maintain 100% attendance. The minimum attendance requirement is 85% (i.e. to take care of a short duration of ailment, attend family functions/ceremonies, and participate in

competitions/events institute permits a student to avail 15% leave with prior permission of the class teacher).

For cases of casual absenteeism, no condonation of attendance is permissible. If a student has less than 85% attendance, he/she should be assigned a 'W' grade in that subject along with 'P' as the attendance code. The percentage of attendance in a subject shall be computed as:

(a) For calculation of attendance in normal cases:

For cases of minor illnesses and casual absenteeism, the actual % of attendance is computed as:

$$\frac{\text{Actual no. of classes attended} \times 100}{\text{Total no. of classes held till date of compilation of attendance}}$$

which should be ~ 85%. Otherwise, a 'W' grade shall be awarded. Such cases will not come under the purview of condonation of attendance.

(b) For calculation of attendance in case of prolonged illness and/or hospitalization with a medical certificate:

A student should have more than 40% attendance calculated as per (a) above to be eligible for condonation.

Notional % of attendance =

$$\frac{\text{Actual no. of classes attended} \times 100}{\text{Total no. of classes held in the semester} - (\text{No. of classes held during the days of prolonged illness and or hospitalization})}$$

which should be ~ 85% for condonation.

R.15.0 Assessment Procedure: Tests and Examinations

R.15.1 For Lecture / Lecture and Tutorial subjects a minimum of two sessional assessments will be made during the semester. The sessional assessment may be in the form of periodic tests, assignments, or a combination of both, whichever suits the course best. The assessment details as decided by the Class Committee will be announced in the class by the teacher right at the beginning of the semester.

R.16.0 End Semester Examination

R.17.0 There will be one end-semester examination of 2-3 hours duration in each lecture-based subject.

R.18.0 Project Evaluation

R.18.1 The project work of all M.Tech students will commence no later than 11st August, following the 2nd semester.

R.18.2 An MTech project committee approved by the Dean of School has to be formed for each MTech Programme for evaluation of the project.

R.18.3 The students who opt for a summer internship-must get permission from the MTech Programme chair and the MTech guide. If approved, will automatically get an extension. The permission to opt for a summer internship should be obtained before 10 weeks of the second semester.

R.18.4 Assessment of whether a student is expected to complete as per schedule or not has to be decided by the committee / Guide by 15th June.

The grades of students who complete the project as per schedule shall be submitted by 15th July.

1st June is the last date for recommending extension up to 30th August by committee/Guide. The grades of these students shall be submitted by 15th July.

If the project could not be submitted by 15th July, such students are required to get an extension for the next semester.

R.18.5 At the completion of a project, students will submit a project report which will be evaluated by a duly appointed examiner(s)/MTech Committee. The evaluation will be based on the report and a viva-voce examination on the project. The MTech committee consists of a chairperson, the guide(s), and at least one examiner.

R.18.6 The project reports of M.Tech students who have not completed their course work will be evaluated in that semester itself and the result sent to the Dean of School. The result of the project work evaluation will be declared by the Dean of School only after the successful completion of the course requirements.

R.18.7 Wherever the progress made by the student is not commensurate with the credits assigned, the MTech Project review committee will (i) recommend extension of

project till satisfactory performance and (ii) send intimation to the Dean of School for informing the parents of such students.

R.19.0 Weightage

R.19.1 The following will be the weightages for different courses:

| | | |
|----|--|----------------------------------|
| a) | Lecture or lecture and tutorial-based courses: Sessional assessment: End Semester examination: | Minimum of 40% Minimum of 40% |
| b) | Laboratory based courses: Sessional Assessment: Practical examination must be conducted for all the lab courses. For End-semester examination, if held: Maximum weightage: | 75–100% 25% |

R.19.2 The markings for all tests, tutorial assignments (if any), laboratory work and examinations will be first made on an absolute basis.

The final percentages of marks are calculated in each subject as per the weightages given in R.19.1.

R.20.0 Make-up Examination

R.20.1 Students ***who have missed sessional assessments for valid reasons*** should apply to the concerned teacher indicating the reasons for the absence and the teacher shall consider these requests suitably.

R.20.2 Students ***who have missed the end-semester examinations for valid reasons***, should make an application to the Dean of Academic Courses within ten days from the date of the examination missed. Permission to appear for a make-up examination in the course(s) is given under exceptional circumstances (like hospitalization, etc.)

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

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

R.20.3 ***For application on medical grounds***, students residing in the hostels should produce a Medical Certificate issued by an Institute Medical Officer only.

Students staying outside the campus permanently/temporarily should produce a medical certificate from registered medical practitioners and the same should be

forwarded by the parents/guardians for the purpose of make-up examinations.

The Dean of Academic Courses can use his/her discretion in giving permission to a student to take a make-up examination, recording the reasons for his/her decision.

R.20.4 A slot-wise make-up examination will be held during the makeup/supplementary week as per next semesters Academic calendar for those who are permitted to take the make-up examination.

The question paper will be common to all the students taking makeup examinations in a given subject.

However, the question paper will be so structured that a student will be required to answer only parts of the paper carrying marks in proportion to the weightages of the tests/examinations missed by him/her.

R.21.0 Subject Wise Grading of Students into Categories

R.21.1 Letter Grades

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

| Grade | Grade points | Remarks |
|--------------|---------------------|---|
| S | 10 | |
| A | 9 | |
| B | 8 | |
| C | 7 | |
| D | 6 | |
| E | 4 | |
| U | 0 | |
| P | - | Pass |
| F | 0 | Fail |
| W | 0 | Failure due to insufficient attendance in course |
| I | 0 | Incomplete (Subsequently to be changed into pass (E to S) or U grade in the same semester). |
| R | | Registered. |

R.21.2 Pass/Fail Course: If an elective is registered as Pass/Fail (P/F) course than the teacher will upload the marks scored by the student and based on the cut-off marks P grade will be assigned if it is above U grade cut off and F grade will be assigned if the mark is less than or equal to the U grade cut off. The credit earned by the P/F course will not be considered for CGPA/GPA calculation.

R.21.3 A student is considered to have completed a subject successfully and earned the credits if he/she secures a letter grade other than U/ F or W or I in that subject. **A letter grade U/F or W in any subject implies a failure in that subject.** Faculty will send marks scored and the attendance grade (VG, G and not “W”) of the student who is given an “I” grade after the class committee along with the grades of other students as approved by the class committee.

It is the responsibility of the student to get an “I” grade resolved on or before the date specified in the Academic calendar. For such students the faculty members will communicate the revised grade, to the academic section.

If the student does not get the “I” grade resolved within the specified date, “I” grades will be replaced with a valid grade based on the marks scored at this point in time and the relative grading cut-off for various grades his/her batch, along with an attendance “G or VG” as secured.

R. 22.0 Method of Awarding Grades

R.22.1 A final meeting of the **class committee** without the student members will be convened within **seven days after the last day of the end-semester examination.** The letter grades to be awarded to the students for different courses will be finalized at this meeting.

R.22.2 The faculty member shall upload grade through workflow and the Chairman of Class Committee approve the grade within the senate prescribed deadline specified in the academic calendar.

R.23.0 Declaration of Results

R.23.1 After finalization by the Class Committee, the letter-Grade awarded to the students will be uploaded online by the teachers. After online approval by the Chairperson of the respective Class Committee, it will be available in the academic website for the students to view their grades.

R.23.2 A **W** grade once awarded stays in the record of the student and is deleted when he/she completes the subject successfully later. The grade acquired by him/her will be indicated in the grade card of the appropriate semester with an indication of number of attempts made in that course.

R.23.3 ‘**U**’ grade obtained by the students will be deleted in the grade card once that course is successfully completed. The grade acquired by the students will be indicated in the grade card of the appropriate semester indicating also the number of attempts made in that course.

R.24.0 Re-examination of Answer Papers

R.24.1 In case any student feels aggrieved, he/she can contact the teacher concerned within three weeks from the commencement of the semester immediately following the

announcement of the results.

The student shall have access to his/her answer paper(s) in the end-semester examination which may be shown to him/her by the teachers concerned. If the teacher feels that the case is genuine, he/she may re-examine the case and upload a revised grade, if any, through workflow. After approval by the MTech Programme Chair and the Dean of School, the revised grade will be reflected in the grade card.

R.25.0 Course Repetition

R.25.1 A student who earns a ‘U’ grade in any “core course” has to repeat it compulsorily when offered next.

R.25.2 A student who earns a “U” grade in an elective course has an option to repeat it in order to get a successful grade or substitute with any other elective, with the permission of the Faculty Adviser.

R.25.3 A course successfully completed can not be repeated. **In some cases where students have taken all core and elective courses but still fail to minimum CGPA of 5.0 and thus will not be eligible to get degree. In such cases the student may be permitted to repeat the core or elective courses to earn the minimum CGPA.**

Option can also be given to such students to select courses to be considered for calculating CGPA for eligibility for award of degree.

R.26.0 Grade Card

R.26.1 The grade card issued to students at the end of each semester will contain the following:

- a. Course no, name of the course and the credits for each course registered in the semester.
- b. the performance in each subject by the letter grade obtained vide R.21.1.
- c. the attendance code secured in each course vide R.14.1.
- d. the total number of credits earned up to the end of that semester.
- e. GPA for each semester
- f. the Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester will be shown in the final semester grade card.

R.26.2 The Grade Point Average (GPA) will be calculated by the formula.

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

Where C_i = credit for the course, GP = the grade point obtained for the course and $\sum_i C_i$ = the sum of credits of all courses taken in that semester, including those in which the student has secured U or W grades.

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

R.26.3 No class/division/rank will be awarded to the students at the end of the M.Tech

programme. However, for conversion of (i) CGPA into percentage and (ii) Percentage to CGPA for admission purposes as well as for issuing certificate to the alumni for their professional career purpose, the Senate has approved the following conversion formula: Percentage = 10 (CGPA).

R. 27.0 Eligibility for the award of M.Tech Degree

R.27.1 A student shall be declared to be eligible for the award of M.Tech degree if he/she has

- a. registered and successfully completed all the core courses and the project.
- b. successfully acquired the minimum number of credits vide R.2.3 prescribed in the curriculum of the given stream within the stipulated time vide R.11.0
- c. no dues to the Institute, Library and Hostels and
- d. no disciplinary action pending against him/her.
- e. secured a CGPA of at least 5.0, considering only the successfully completed courses.

R.27.2 Credit Transfer

The following procedure will be followed for credit transfer:

For students visiting Universities abroad under the Exchange programme of NUS/DAAD or any other University.

The credits / grades indicated in the grade sheet obtained from the university in which the student has completed the courses should be used by the student as part of his/her transcripts.

IIT Madras transcripts will only indicate the courses, credits and grades completed at IITM and the total no. of credits (without grades) earned in other Universities in a particular semester.

The CGPA calculation based on credits earned/completed at IIT Madras alone is to be considered for award of prizes. However, students who have studied one semester in other universities under the student Exchange programme are not to be considered for annual prizes of the corresponding year.

The credits earned at Universities abroad will be taken into account for calculation of minimum required credits for the award of the degree.

R.27.3 The final award of the Degree must be recommended by the Senate and approved by the Board of Governors of the Institute.

R.28.0 Power to Modify

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