

LNM Institute of Information Technology, Jaipur
(Deemed University)

**Twentieth Meeting of the
ACADEMIC COUNCIL
(At 3:00 PM)**

**Date: November 01, 2010
(Monday)**

Minutes

The LNM Institute of Information Technology, Jaipur

Minutes of the 20th meeting of the Academic Council, held on November 01, 2010.

The following were present:

Prof. Sudhir Raniwala	In Chair
Prof. P K Chatterjee	Member
Prof. M S Gaur	Member
Prof. Ravi P Gorthi	Member
Prof. S K Gupta	Member
Prof. O P Katyal	Member
Mr. Satish Kumar	Invited Member
Mr. Divyanshu Pandey	Invited Member
Prof. R Sharan	Member
Prof .J B Shukla	Member
Dr. Anupam Singh	Member
Mr. A P Singh	Member
Prof. V Sinha	Member
Mr. Gaurav Somani	Member
Prof. R Tomar	Member
Mr. Bijoy Jha	Secretary

At the outset the Chairman welcomed Prof. M S Gaur as a member of the Academic Council. Thereupon, agenda items were taken up for discussion.

Agenda Item No. 1: Confirmation of the minutes of the 19th meeting of Academic Council held on July 29, 2010.

The following issues were brought out:

- a) In reference to item number 1(a) of the minutes, Prof. S.K.Gupta commented that such important issues, which require discussion in the Academic Council prior to

their implementation, should not form part of the item "Announcements by the Chairman." Prof V. Sinha supported the view and requested that this matter be discussed in a future meeting of the Academic Council.

The Chairman agreed to discuss this matter in the Academic Council at a later date.

- b) The Chairman observed that item 2(e) of the minutes was not reported correctly- it should read as under:

"Smaller size classes for English Language Course: The Chairman apprised the Council that in order to enhance the ability to learn, there will be four professionally trained instructors as visiting faculty for the English class. Dr Manju Dhariwal will coordinate this activity."

- c) Since no item was discussed under "Any other item", this may be deleted from the minutes.
- d) In the agenda item on Action Taken on the minutes of the last meeting, as well as on previous meetings, all actions pending implementation/completion should be reported.

Subject to the above observations, the minutes of the meeting were confirmed.

Agenda Item No. 2: Announcements, if any, by the chairman.

The Chairman made the following announcements:

- a) Appointments since the last meeting of the Academic Council: The following faculty members have joined institute service:
- Mr. Akhlaq Hussein- as Lecturer
 - Mr. Mahesh Mohan –as Lecturer

- b) Internships: Three students have been offered internships from Netherland to work in the area of Image Processing. They have been granted permission to join there for a semester. They will register for the 2nd semester of 2010-11 without crediting any course.
- c) December Admissions: Based on the recommendation of a committee, constituted for this purpose and chaired by Dr. Anupam Singh, it has been decided not to offer any admissions in December-2010.
- d) Undergraduate Admissions-2011: The Governing Council has approved an intake of three hundred students for July- 2011 Undergraduate admissions.
- e) Fourth Convocation of the institute: The fourth Convocation of the institute will be held on November 13, 2010. Mr. Subroto Bagchi Gardner & Vice Chairman, MindTree Ltd. will be the Chief Guest on the occasion.
- f) Symposium on High Energy Physics: The XIX symposium on High Energy Physics, in collaboration with University of Rajasthan, will be held from 13th to 18th December 2010.
- g) Proposed Construction Activity in the Campus: Construction work for new boys' hostel and girls' hostel may start soon. Tenders have already been issued and a decision on contractor (s) is likely to be taken by December this year.

Agenda Item No. 3: To receive report on action taken on the decisions of 19th meeting and earlier meetings.

The Academic Council noted the action taken, as given below:

Agenda Item No.	Subject	Action Taken
8/17 th Meeting	Course structure of B. Tech (Hons.), B. Tech-M. Tech (Dual degree) Programs in Computer Science & Engg, Electronics and Communication Engg. And Communication and Computer Engg.	Gradual progress is being made on this.
8/18 th Meeting	"Best BTP Award" from 2011 Convocation and onwards. The Council desired that AC UGC should work out the details and come up with a proposal in this regard, as early as possible.	Gradual progress is being made on this (BTP has been discontinued from the course curriculum for UG Program, except for B. Tech (Hons) Courses).
2(c)/19 th Meeting	Grant of permission to register in other institutions; six students of the institute granted permission to join other institutions for 2010-11, 1 st semester will be required to register in the institute.	All Six students have got themselves registered for 2010-11, 1 st semester.
3/19 th Meeting	Report on action taken, since last meeting and earlier meetings, covering a period of one year, need to be presented.	Incorporated in the agenda items of 20 th meeting.
7/19 th Meeting	To consider continuance of the policy on change of program approved earlier-the policy be reviewed based on past experience.	The matter will be taken up by the AC UGC, shortly and announced by February, 2011.

The Council desired that AC UGC should come up with the course structure of the UG programs as early as possible. Further, the agenda item on Continuance of the policy on change of programs, which was initially itemized for nineteenth meeting, should be brought for consideration in the next meeting itself.

Agenda Item No. 4: To consider and approve the Academic Calendar for the Academic Year 2010-11.

While considering this agenda item, the Academic Council observed that all dates/events as mentioned in section 4.1 of the UG Manual should find place in Academic Calendar. It was pointed out that the following events/dates are missing in the proposed calendar:

- Orientation Programme
- Submission of documents
- Conversion of 'I' grades
- Authentication of grades

It was agreed to incorporate the dates for these events (to the extent possible).

The Council suggested some more changes in the proposed Academic Calendar, keeping in view uniform spacing in between the examinations. Considering the above, the Council approved the Academic Calendar with appropriate changes.

Accordingly, the approved Academic Calendar is placed at Annexure-“A” to the minutes.

Agenda Item No.5: To consider and approve calendar of the anticipated meetings of the Academic Council.

The Council suggested third Saturdays of January, April, July and October, instead of second Saturdays proposed in the agenda, in connection with the anticipated dates of the Academic Council meetings. However, if any third Saturday happens to be a closed holiday, the meeting then could be held on the fourth Saturday. And if fourth Saturday, too, happens to be a closed holiday, then the Council will decide the day/date separately.

With above suggestions, the council accepted the proposal on the Calendar of anticipated meetings of the Academic Council for the next calendar year.

Agenda Item No.6: To consider and approve the PG Manual.

The Council noted that a two page document containing a brief philosophy of PG Manual was approved sometime ago by the council. The PG Manual, under discussion, is at variance with the earlier approved philosophy. The council then discussed the proposed PG Manual, page by page, and approved with some modifications.

Keeping in view the above, the amended manual is placed as Annexure-“B” to the minutes.

The Council desired that the approved manual be followed, in all respect, for the students registered in July/August 2010 or later. For PG Students admitted before July/August 2010, the spirit of the PG Manual be followed to the extent feasible and desirable.

Agenda Item No.7: To consider and to recommend to the Governing Council the award of degrees.

The Council observed that unless specific recommendations are received from AC UGC/AC PGC, the award of degrees should not be itemized for AC meetings. The Council further suggested that, in future, a one page summery should accompany the recommendation for award of PG degrees, in the agenda.

Additional Agenda Item No. 1: Change of name in M S (By Research) degree Certificate in respect of Ms. Manju, Roll no. Y07PG803.

The Council approved the change of name from Manju Choudhary to Manju and directed that a corrected certificate bearing the name Manju be issued against return of the degree certificate issued to her earlier.

Additional Agenda Item No. 2: To consider and approve the AC UGC recommendations on dropping/substitution of courses:

The academic Council approved the following recommendations of AC UGC:

- (a) Dropping of microprocessor lab requirement for Y07 Batch.
- (b) Substitution of courses:
 - (i) Digital Systems course with Digital Circuits and Systems.
 - (ii) Analog Electronics course with Electronics II course.

Thereupon, the meeting ended with a vote of thanks to the Chair.



Bijoy Jha
(Registrar)

Minutes, as recorded, approved.



Chairman

The LNM Institute of Information Technology, Jaipur

(Academic Calendar 2011)

Sl. No.	Event	Even Semester (2010-11, 2 nd Semester)		Odd Semester (2011-12, 1 st Semester)	
		Date	Day	Date	Day
1	Orientation Programme	---	---	July 25-29, 2011	Monday-Friday
2	Registration Day	Jan 01, 2011	Saturday	July 30, 2011	Saturday
3	Classes Commence	Jan 03, 2011	Monday	August 01, 2011	Monday
4	Late Registration	Jan 08, 2011	Saturday	August 06, 2011	Saturday
5	Add / Drop courses	Jan 10, 2011	Monday	August 08, 2011	Monday
6	Conversion of 'P' grades	Jan 17, 2011	Monday	August 16, 2011	Tuesday
7	First Mid Semester Exam.	Feb 03-05, 2011	Thursday-Saturday	September 05-07, 2011	Monday- Wednesday
8	Authentication of Grades	Feb 28, 2011	Monday	September 30, 2011	Friday
9	Last Date for Submission of Documents	--	--	October 31, 2011	Monday
10	Mid Term Recess	March 19- 27, 2011	Saturday-Sunday	October 01-09, 2011	Saturday-Sunday
11	Second Mid Semester Exam.	March 14-16, 2011	Monday-Wednesday	October 20-22, 2011	Thursday-Saturday
12	End Semester Exam.	May 02-07, 2011	Monday-Saturday	Nov 28 - Dec 03, 2011	Monday-Saturday
13	Last Date of Grade Submission	May 13, 2011	Friday	December 09, 2011	Friday

➤ Summer term will be from May 18 to July 16, 2011

➤ Summer Vacation will be from May 09 to July 23, 2011

List of Holidays - 2011

Date	Week Day	Name
January - 14	Friday	Makar Sankranti
January - 26	Wednesday	Republic Day
March - 19	Saturday	Holi
April - 12	Tuesday	Ram Navmi
April - 16	Saturday	Mahavir Jayanti
April - 22	Friday	Good Friday
August - 13	Saturday	Raksha Bandhan
August - 15	Monday	Independence Day
August - 22	Monday	Krishna Janmastami
August - 31	Wednesday	Id-ul-Fitr
October - 02	Sunday	Mahatma Gandhi Jayanti
October - 06	Thursday	Vijaya Dashami
October - 26	Wednesday	Diwali
October - 27	Thursday	Goverdhan Pooja
November - 07	Monday	Idul Zuha / Bakrid
November - 10	Thursday	Guru Nanak Jayanti
December - 06	Tuesday	Muharram
December - 25	Sunday	Christmas

1. INTRODUCTION

The goals of the postgraduate programs at the LNM Institute of Information Technology (LNMIIT) Jaipur are: *The development of scientific and engineering manpower of the highest quality, to cater to the needs of industry, R & D organizations and educational institutions, a broad grasp of the fundamental principles of the sciences and scientific methods, a deep understanding of the area of specialization, an innovative ability to solve new problems, and a capacity to learn continually and interact with multidisciplinary groups. Above all, the students should have a capacity for free and objective inquiry, courage and integrity, awareness and sensitivity to the needs and aspirations of society.* With these goals in view, the postgraduate programs 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 manual embody the philosophy of the postgraduate education and ensure a high standard of performance at the Institute.

1.1. Postgraduate Programs

The Institute offers the following programs:

- i. Master of Technology (M. Tech.)
- ii. Master of Science (M.S.)
- iii. Doctor of Philosophy (Ph.D.)

At present, M. Tech program is offered in Computer Science and Engineering, Electronics and Communication Engineering, and Communication and Computer Engineering. The Institute also offers an MS program in Communication and Computer Engineering. The Ph. D. programmes exist in various areas of interest to the faculty.

The Institute also offers B. Tech – M. Tech dual-degree programs (Computer Science and Engineering, Electronics and Communication Engineering, and Communication and Computer Engineering) and BS-M. Tech dual-degree programs (Engineering Physics, and Mathematics and Information Technology). Details about the dual-degree programs are provided in the under-graduate manual.

The Academic Council Postgraduate Committee (AC PGC) administers all aspects of the above programs.

1.2. Waiver of Requirements in Special Cases

The procedures and requirements stated in this manual, other than those in Section 2.3 (Eligibility for Admissions) and Section 7.6 (Academic Performance Requirement), may be waived in special circumstances by the AC PGC and reported to the Academic Council.

2. ADMISSION

2.1. Academic Session

The academic session of the Institute is divided into three parts: two regular semesters and a summer term. The first semester will normally commence in the last week of July every year with registration, and the second in the last week of December. The summer term will run from the middle of May to the middle of July.

2.2. Admission Calendar

1. The admissions to the M. Tech./M.S. and Ph.D. programs may be made in either or both of the two regular semesters. The Dean (Academics) may take the decision in this regard.
2. In exceptional cases, the Institute may process applications for admissions to M.S. and Ph.D. programs on a continuous basis and admit students as per the existing procedure. The candidates admitted during the course of a semester, would be required to register in the next semester.

2.3. Eligibility for Admission

1. The "specified minimum" marks/CPI (Cumulative Performance Index), referred to in subsequent sections, implies a minimum of 65 percent marks /6.5 CPI (on a 10 point scale). as long as it is not less than the minimum pass marks/CPI; otherwise, the "specified minimum" marks/CPI implies the minimum pass marks/CPI.
2. The number of admissions that can be made to any program shall be as decided by the Academic Council from time to time.

2.3.1. M. Tech.

The applicant must have a bachelor's degree in engineering or a master's degree in science in a relevant area with marks/CPI not below the specified minimum.

2.3.2. M.S.

The applicant must have a bachelor's degree in engineering or a master's degree in science in a relevant area with marks/CPI not below the specified minimum.

2.3.3. Ph.D.

The applicant should preferably have a master's degree in relevant subject with marks/CPI not below the specified minimum. In exceptional cases applicants with a bachelor's degree in engineering with marks/CPI not below the specified minimum may also be considered.

2.4. Admission Procedure

The applicants must apply for admission on prescribed forms, which must be sent directly to the Chairman, AC PGC.

1. All admissions will be made on approval by the Chairman, Academic Council on the recommendations of the duly constituted selection committees and the Chairman, AC PGC. The constitution of the selection committee will be proposed by the Chairman, AC PGC, and approved by the Chairman, Academic Council.
2. Admission to the M. Tech. program may be made directly based on the performance in the qualifying examination, GATE score, and overall academic record of the candidates. In addition, some of the candidates may also be called for written tests and/or interviews.
3. Admission to the M.S. and Ph.D. programs will be based on written tests, interviews and/or GATE score.
4. The selected candidates who have completed all the examinations including thesis examination and the viva voce before the date of registration but are unable to produce the certificate in proof of having passed and secured the minimum specified qualifying marks, may be considered for provisional admission. However, if admitted provisionally, they will be required to produce the evidence of their having passed the qualifying degree examination with minimum specified marks before the beginning date of the second mid-semester examination as specified in the academic calendar, failing which the admission may be canceled.
5. On approval by the Chairman of the Academic Council, the Chairman of the AC PGC will issue the admission letters to the candidates. Candidates will be required to deposit the prescribed fee on or before the specified date.
6. 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 be offered to a candidate on the waiting list, if any, in order of merit.
7. 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.

2.5. Admission to External Registration Program for Ph.D.

1. AC PGC will be deemed to be the selection committee to consider all applications for admission to External Registration Program for Ph.D.
2. Admission to the External Registration Program will be considered on a case by case basis.
3. Students in the External Registration Program will be required to have a presence on campus so as to: (i) complete the required course work and pass the comprehensive examination and (ii) get a written proposal (prepared in consultation with his/her supervisor and co-supervisor) outlining the work proposed to be done for his/her thesis.

2.6. Admission of Non-Degree Students

1. A non-degree student is a student who is registered for a degree in a recognized institute or university in India or abroad, and who is officially sponsored by that institute or university

to complete part of his/her academic requirements at LNMIIT Jaipur. For that purpose the non-degree student may carry out research or take courses for credit or otherwise or may use other academic facilities.

2. A candidate will be admitted as a non-degree student on a duly sponsored application to the Dean (Academics) who will recommend admission on the advice of AC PGC to the Chairman, Academic Council for approval.
3. Students so admitted will be governed by all rules, regulations and discipline of the Institute.

3. FINANCIAL ASSISTANCE

1. The Institute may provide to postgraduate students, financial assistance in the form of teaching or research assistantships. Assistantships are awarded on a semester to semester basis for a period of up to four semesters for M. Tech. students and up to five years for Ph.D. students. A student is expected to devote up to ten hours per week towards job(s) assigned to him/her. The renewal of assistantship is contingent on the student's satisfactory performance in the academic program and in the discharge of assistantship duties.
2. Part-time jobs may also be available to post-graduate students as LNM Scholars. An LNM Scholar is expected to devote up to twenty hours per week towards job(s) assigned to him/her.
3. Some financial assistantships in the form of research assistantships may also be available from sponsored research projects.
4. Applicants having assistantships in the form of scholarships, fellowships, etc. through other organizations, such as, the Council of Scientific and Industrial Research (CSIR), Department of Atomic Energy (DAE), UGC, AICTE, MHRD, NBHM etc. are also welcome at LNMIIT.

4. REGISTRATION

1. A student is required to register in each semester for the courses that he/she intends to pursue in that semester. The registration process involves:
 - i. Submitting a course program, duly approved by program advisor, to be followed in the semester in the prescribed registration form, and
 - ii. Payment of fees for that semester and clearance of any outstanding dues.
2. A new entrant (to the postgraduate program) 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.).
3. Any student who is not on authorized leave must continue to register in every semester till he/she completes all course-work requirements and submits his/her thesis.
4. Ph.D. students who have submitted their thesis and are waiting for the defense of the thesis will register for zero credits. They may, however, apply for leave from the Institute with permission to defend thesis while on leave.

4.1. Late Registration

1. If for any compelling reason like illness, a student is unable to register on the day of registration, he/she will be allowed to register till the day of late registration specified in the academic calendar. Any student registering late will be required to pay the specified late registration fee. No late registration is permitted for the summer term (Section 4.4).
2. In exceptional cases, Dean (Academics) may consider registration beyond the date of late registration. In such a case, the student will be allowed to register for thesis credits only.

4.2. Registration Adviser

1. A student will be advised in the selection of courses by the registration adviser appointed by the Chairman, AC PGC. A student registering for thesis units must have a thesis supervisor assigned to him/her. Once a thesis supervisor has been assigned, he/she will also act as the registration adviser.
2. A student getting an 'E' or an 'F' grade in a course must either repeat it or substitute it by another course as suggested by Registration Adviser. A student getting a 'D' grade in a course can opt to repeat it or substitute it by another course. (See Section 7.5.) The request for repeat or substitution of a course must be given in writing to the Registrar's Office at the time of registration.

4.3. Semester Load Requirements

1. A semester load is defined as equivalent of 16 credits. Most courses carry 4 credits. Thus, a student who has registered for a full semester load solely by course work is expected to attend 4 such courses. For a well-merited case, Chairman, AC PGC may permit a student to register for a maximum of 20 credits.
2. A student in the external registration program when registering for thesis research, to be carried out at his/her organization, can register for a maximum of 12 credits.

4.4. Summer -Term Registration

Students may register in the summer term for up to a maximum of 10 credits, and earn credit, provided they get a pass/satisfactory grade in course/thesis credits for which they register and are not on leave for more than one week.

4.5. Adding/Dropping of Courses and Withdrawing from Courses

1. Adding and dropping of courses after registration is permitted only if approved by the Registration Adviser. The last dates of applying for adding and dropping of courses are specified in the academic calendar.
2. A student may be required to drop a course at any stage if it is determined that he/she does not fulfill the prerequisites for the course, or if a timetable clash exists which does not

- permit him/her to attend all the meetings of the course, or any rule in this manual which forbids him/her to take the course(s) that he/she has registered for.
3. The AC PGC in consultation with the instructor may allow a student at his/her request to withdraw from one or more courses or thesis credits during the semester, if he/she has been sick for considerable time and has submitted a certificate to the satisfaction of the AC PGC.

5. LEAVE RULES

Students may be granted leave under Sections 5.1 and 5.2 on application to Chairman, AC PGC. Leave under Sections 5.3 and 5.4 will be sanctioned by AC PGC. 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 5.1, 5.2 and 5.3 may be sanctioned by AC PGC in exceptional circumstances. Leave beyond the permitted duration will entail loss of financial assistantship, if any.

5.1. Vacation and Casual Leave

1. A postgraduate student may be allowed vacation leave during any period of the Institute's vacation up to a maximum of 15 working days in each six month period (July-December, January-June). Leave not availed in one semester may be carried over to the next semester up to a maximum of 15 days.
2. In addition, a student may be allowed casual leave for up to 5 working days per semester. The casual leave cannot be carried over.

5.2. Medical Leave

Leave on medical ground, duly supported by a medical certificate, may be granted to a student for up to eight working days per semester. Un-availed leave may be carried over to the next semester up to a maximum of 8 days.

5.3. Semester Leave

Semester leave for up to a maximum of two semesters may be sanctioned for bonafide reasons. Leave for more than one semester at a time will not be granted.

5.4. Absence for 4 weeks or more on Sanctioned Leave

If a registered student is absent on sanctioned leave for a total period of 4 weeks or more, AC PGC may decide to convert the leave to a semester leave. In case the student is registered only for thesis credits, AC PGC may reduce the thesis units (in blocks of 4 credits) appropriately.

5.5. Absence without Sanctioned Leave

Absence without sanctioned leave will entail loss of financial assistantship for the period of absence, and may result in the termination of the student's program on the recommendation of AC PGC.

6. PERMISSION TO PROCEED FOR ACADEMIC WORK OUTSIDE LNMIIT

6.1 Permission to Proceed to Other Academic Institutions as Non-degree Students

In order to help students broaden their horizons and enrich their cultural and academic experience, provision to proceed to other academic institutions in India or abroad as non-degree students is available. Rules and procedures to be followed for availing this provision are as follows:

1. A post-graduate student who has spent at least one semester at the Institute, and has a CPI of at least 7.0, may be allowed to proceed to another institution in India or abroad with prior permission of AC PGC.
2. For permission to spend time as a non-degree student elsewhere, an eligible student will make an application to the Chairman, AC PGC, duly supported by a statement of purpose to undertake the proposed work and sufficient information about the department/institution.
3. Permission to proceed to an institution as a non-degree student does not imply that the student will automatically get any waiver from the academic requirements of LNMIIT.
4. The student after completion of the work, will apply for waiver from requirements of his/her program at LNMIIT, supported by an official transcript of the grades obtained and whatever material the AC PGC may require for the purpose given in para (6) below.
5. The AC PGC will evaluate the work done by the student and determine by whatever means it deems fit, the equivalent LNMIIT credits for which the student may be given any waiver.
6. The AC PGC may allow the waiver for a maximum of 16 credits in one semester. Against each requirement for which a waiver is granted, a W would appear on the transcript with an explanatory note that W stands for waiver for work done at the Institution concerned. All such requirements will be deemed to carry zero weight for SPI/CPI calculations.
7. A post-graduate student must earn a minimum of 50% of minimum required credits at LNMIIT to be eligible for a degree from the Institute.

6.2 Permission to Proceed for Academic Activities

PG students can be permitted to proceed for academic activities outside LNMIIT to carry out field work, library work, computational work, experimental work, and lab work, and also to attend conferences, courses and to undertake other research work etc. as recommended by the supervisor. Permission may be sanctioned by the Chairman, AC PGC.

7. ACADEMIC REQUIREMENTS

7.1. Academic Requirements and Expected and Maximum Duration

The following table lists the expected and maximum duration allowed in the program, and credits requirements for graduation in the various programs:

"Course Work" includes only course credits at level 4 and higher, unless otherwise stated
 "Maximum Duration" is counted from the student's first registration date.

Program	Minimum Total Credits	Credits Through Courses (Minimum)	Credits Through Research (Minimum)	Expected Duration	Maximum Duration
M. Tech.	64	28	36	4 Sem.	4 Years
M.S.	64	16	48	4 Sem.	4 Years
Ph.D students with B. Tech.	96	32	64	8 Sem.	7 Years
Ph.D students with M. Tech.	80	16	64	5 Sem.	6 Years
Ph.D students with M.Sc., M.A., M.Phil	88	24	64	6 Sem.	6 Years

Registration Adviser may prescribe additional credits of courses/thesis over and above the minimum specified in the above table.

7.2. Extension of Program

1. No student who has completed the prescribed maximum duration in the program shall be allowed to register in the subsequent semester unless he/she has been granted extension of the program by the Academic Council on the recommendations of the AC PGC.
2. However, those Ph.D. students who have submitted their theses and are waiting for the defense will be deemed to have received an automatic extension.

7.3. Advance Standing at LNMIIT

On approval of the AC PGC, a student admitted to a postgraduate program after partial completion of such or similar program elsewhere may be granted an exemption of up to 50 percent of the minimum credits requirements.

7.4. Residence Outside LNMIIT

Students registered in the postgraduate programs may count for credit requirements, research or field work undertaken outside the institute under the supervision of the Institute supervisor(s), if facilities for such work are not available at this institute. Such cases must be approved by the AC PGC before the student proceeds to the place of assignment.

7.5. Credits, Grades, Semester and Cumulative Performance Index

1. In each course/thesis a student is registered, he/she earns certain approved credits and is awarded a letter grade indicating his/her overall performance in that course. There are *nine* letter grades: A, B, C, D, E, F, S, X and I. The correspondence between grades and points (on a 10-point scale)/rating is given below:

A: 10 B: 8 C: 6 D: 4 E: 2 F: 0
 S: Satisfactory X: Unsatisfactory
 I: Incomplete

2. *Incomplete Grade 'I'*: In case the Instructor-in-Charge of a course does not have adequate information to evaluate a student, he/she may decide to award grade 'I', the Incomplete Grade. The Incomplete Grade is usually awarded when the make-up examination of a student, due to convincing reasons, has not been arranged within the time limit prescribed for submitting the letter grades. Or, a student has not yet completed a minor part of the course requirement, but has completed the other parts satisfactorily. The Instructor-in-Charge must replace any 'I' grade by one of the six letter grades by the date specified in the Academic Calendar.
3. In case a course is repeated or substituted, the old grade will also appear on the transcript although it will not be taken into account while computing the CPI.
4. Seminar courses will be graded as satisfactory (S) or unsatisfactory (X) and will carry zero credits.
5. Reading courses will be considered as regular courses. A course file for all such reading courses will be maintained.
6. The grade I can not be awarded for thesis credits. The grade S or X will be awarded for thesis credits as follows:

At the end of the semester, the thesis supervisors(s) will assess the student's progress towards the thesis work during the semester and will award the grade S for 4 credits, if the work is *satisfactory*, and the grade X, if the work is *unsatisfactory*. Thus a student registered for 16 thesis credits can get one of the following five combinations SSSS, SSSX, SSXX, SXXX, XXXX. (A single credit of thesis work is approximately 40 hours of work.) If the grades given in a semester are substantially different from those given in earlier semesters (e.g., SSSS in one semester, and XXXX in the next), the supervisors are expected to submit an explanation to Chairman, Academic Council.

7. If a student submits his/her thesis in the middle of a semester, the AC PGC may reduce his/her thesis credits proportionately.

7.5.1. Computation of the Semester Performance Index (SPI) and Cumulative Performance Index (CPI)

The SPI is an indicator of the overall academic performance of a student in all the courses he/she has registered during a given semester. It is computed as follows: If the grades awarded to a student are G_1, G_2, \dots , in courses with corresponding credits C_1, C_2, \dots , the SPI is given by

$$SPI = (C_1 G_1 + C_2 G_2 + \dots) / (C_1 + C_2 + \dots)$$

In the above computation, courses with S and X grades are ignored. Similarly, the CPI indicates the cumulative academic performance in all the courses taken including those taken in the current semester.

7.6. Academic Performance Requirement

1. The minimum CPI requirement for continuing in the program or for graduation is given below:

M.Tech./M.S. program :	6.5.
Ph.D. program :	7.0.

2. If an M. Tech./M.S. student secures a CPI between 6.0 and 6.5 or a Ph.D. student secures a CPI between 6.5 and 7.0, he/she may be allowed to continue in the following semester with the approval of the AC PGC.
3. A student will normally not be allowed to continue in the M. Tech./M.S. program if
 - i. his/her CPI is below 6.5 (unless AC PGC has allowed continuation as per provisions of para 2).
 - ii. he/she accumulates three or more Xs towards thesis grades.
4. A student will normally not be allowed to continue in the Ph.D. program if
 - i. his/her CPI is below 7.0 (unless AC PGC has allowed continuation as per provisions of para 2).
 - ii. he/she accumulates eight or more X thesis grades.
 - iii. he/she secures Xs in all the thesis units registered for in two consecutive semesters.
5. A warning will be issued to a Ph.D. student when he/she accumulates two or more X thesis grades.

7.7. Change of Program from Ph.D. to M. Tech. or M.S.

A Ph.D. student may change the program to an M. Tech. or M.S. program provided:

- i. a request to this effect can be made only after the student has completed a minimum of four semesters (excluding the period of sanctioned leave, if any) in the program,
- ii. the student will spend at least one regular semester after the request has been made, and
- iii. the request is approved by the Academic Council on the recommendations of AC PGC.

7.8. Change of Program from M. Tech. or M.S. to Ph.D.

An M. Tech. or M.S. student may be allowed to change the program to a Ph.D. program provided:

- i. The student must have completed a minimum of 16 credits through course work in the M.Tech. program, and has a CPI of at least 7.0, and
- ii. the request is approved by the Academic Council on the recommendations of AC PGC.

8. COMPREHENSIVE EXAMINATION OF Ph.D. STUDENTS

1. Students registered in the Ph.D. program must pass a comprehensive examination designed to test the overall comprehension of the student in the various subjects. A student can appear in the comprehensive examination only after he/she has completed the course requirements and satisfied the minimum specified CPI requirement
2. Students admitted with B. Tech., M.Sc., M.A. or M. Phil. degrees or equivalent degrees may appear in the comprehensive examination earliest at the end of the second semester, but must pass it before the end of the fifth semester after their first registration. Students

- admitted with M. Tech. or equivalent degrees may appear in the comprehensive examination earliest at the end of the first semester, but must pass it before the end of the fourth semester after their first registration. The above time limits are exclusive of the period of sanctioned leave, if any.
3. The examination will be in oral form but may be supplemented with a written part.
 4. The comprehensive examination board will consist of at least three but not more than six faculty members. If necessary, faculty members from outside LNMIIT may be invited to be members of the board. Constitution of the board will be proposed by the thesis supervisor, and will be recommended by the Chairman, AC PGC who will send it to the Chairman, Academic Council for approval. The thesis supervisor of the student will be the convener of the board.
 5. A student will be considered to have passed the comprehensive examination if all except at the most one member of the board are satisfied with student's performance in the examination. The report of the comprehensive examination must be sent to the Chairman, AC PGC within 8 weeks of the date of approval of the board.
 6. When a student has not passed the comprehensive examination in his/her first attempt, a second comprehensive examination will be conducted by the same board that was constituted earlier unless otherwise approved by the Chairman, Academic Council on the recommendation of AC PGC. A student will not be allowed to appear in the comprehensive examination more than twice. All such cases shall be brought to the notice of the Academic Council.

9. CANDIDACY FOR THE Ph.D. DEGREE

A student enrolled in the Ph.D. program is formally admitted to the candidacy for the Ph.D. degree after he/she has completed the course requirements for the degree with at least the minimum required CPI, and has passed the comprehensive examination. Only such students who are admitted to the candidacy will be allowed to submit Ph.D. theses.

10. THESIS AND THESIS EXAMINATION

10.1. Appointment of Thesis Supervisors

1. A student shall not normally have more than two supervisors at any given time.
2. Thesis supervisor(s) of a student will normally be appointed from amongst the faculty members at LNMIIT, and approved by Chairman, AC PGC.
3. In exceptional cases a student can have a co-supervisor from outside the institute on the recommendation of AC PGC and approval of the Chairman, Academic Council.
4. No change/addition of supervisor(s) is allowed after the thesis has been submitted.
5. In case a change/addition in the supervisor(s) has been approved by Chairman, AC PGC, the M.Tech./M.S. thesis will not be submitted earlier than three months and the Ph.D. thesis will not be submitted earlier than six months from the date of such change.
6. If a student's supervisor proceeds on leave for more than six months in case of Ph.D. students, and on leave for more than three months in case of M.Tech./M.S. students, the AC PGC shall appoint a supervisor or a co-supervisor in consultation with the supervisor and the student. In this case the number of supervisors may be more than two if an external supervisor already exists. If all research work and related analysis is complete except writing of the thesis, and the supervisor proposes to go on leave, the AC PGC may appoint a program coordinator, to take care of the formalities, such as providing the list of examiners, conducting the oral examination, etc. If a student's supervisor proceeds on shorter duration leave, the AC PGC may appoint a program coordinator to take care of various formalities, in consultation with the thesis supervisor.
7. In case a supervisor resigns/retires or otherwise ceases to be a faculty member of the institute the AC PGC will appoint a new supervisor or co-supervisor.

10.2. State of Art Seminar of Ph.D. Students

Every Ph.D. student admitted to the candidacy for the Ph.D. degree is required to give a general seminar covering the *State of Art* of the area of research to which the problem that he/she has chosen to work upon belongs. This seminar must be given within six months of passing the comprehensive examination.

The SOA committee will consist of at least three faculty members, including thesis supervisor(s). Constitution of the committee will be proposed by the thesis supervisor, and will be approved by the Chairman, AC PGC. The thesis supervisor of the student, will be the convener of the committee.

The report of the committee is to be communicated to Chairman, AC PGC by the thesis supervisor. If the report is unsatisfactory, it is reported to Chairman, Academic Council for necessary action.

10.3. Open Seminar of Ph.D. Students

Before proceeding to finalize the thesis, each Ph.D. student must deliver a seminar open to faculty and students in which the research work will be presented to obtain comments and criticism which

may be incorporated in his/her thesis. A notice of the seminar must be displayed at least four days in advance. A thesis can be submitted only after the satisfactory fulfillment of this requirement.

The Open Seminar committee will consist of at least three faculty members, including thesis supervisor(s). Constitution of the committee will be proposed by the thesis supervisor, and will be approved by the Chairman, AC PGC. The thesis supervisor of the student, will be the convener of the committee.

The report of the committee is to be communicated to Chairman, AC PGC by the thesis supervisor. If the report is unsatisfactory, it is reported to Chairman, Academic Council for necessary action.

10.4. Constitution of Committee/Board for Thesis and Oral Examination

10.4.1. M.Tech./M.S. Thesis Examination Committee

1. The M.Tech./M.S. thesis will be examined by an examination committee recommended by the thesis supervisor(s)/program coordinator. It must be approved by the Chairman, AC PGC.
2. The committee shall consist of the thesis supervisor(s)/ program coordinator and at least two but not more than four other members. The thesis supervisor/program coordinator will act as the Convener of the Committee.

10.4.2. Ph.D. Thesis Board

1. The Ph.D. thesis board shall consist of three members in addition to the thesis supervisor(s) approved by the Chairman, Academic Council. Unless some special circumstances make it impractical, all members of the thesis board (other than the supervisor(s)) must be from outside the Institute, preferably one from outside the country.
2. The procedure for constituting the thesis board is given below:
 - i. The thesis board may be proposed at most 4 weeks before the submission of the thesis.
 - ii. The thesis supervisor(s)/program coordinator shall propose a list of examiners (in addition to the thesis supervisor(s)/program coordinator) consisting of at least three extra names over and above the required number of members for the thesis board. This list along with adequate number of copies of synopsis (prepared according to the prescribed format) shall be forwarded to Chairman, AC PGC.
 - iii. The Chairman, Academic Council in consultation with Chairman, AC PGC will select the members of the thesis board from this list. If considered necessary, the Chairman, Academic Council may require additional names of experts to be submitted.
 - iv. The names of the members of the thesis board shall be kept confidential till successful completion of the oral examination. However, on completion of Ph.D. thesis evaluation (as detailed in Section 11.6.2), the Registrar's Office will send to the thesis supervisor(s) the names of the members of the thesis board who are from within the country so that these names can be included in the proposed list of the members of oral board.

10.4.3. Ph.D. Oral Board

1. The oral board shall consist of four members in addition to the thesis supervisor(s)/program coordinator. If any other faculty members of the institute were on the thesis board, they should also be members of the oral board, unless some special circumstances make it impractical. At least one member shall be from among the members of the thesis board within the country but outside the institute. At least one member shall be a faculty member of LNMIIT from a discipline different from the student's own.
2. The thesis supervisor(s)/program coordinator shall propose the constitution of the oral board to the Chairman, AC PGC who will forward it to the Chairman, Academic Council for approval.

10.5. Submission of Thesis

10.5.1. M.Tech./M.S. Thesis

After the M.Tech./M.S. examination committee has been constituted, unbound copies of the thesis report one for each examiner of the board plus a library copy, prepared according to the prescribed format, will be submitted at least two weeks before the probable date of oral examination.

10.5.2. Ph.D. Thesis

Ph.D. thesis can be submitted only after the thesis board has been duly approved and the intimation of the satisfactory completion of the open seminar has been received. Bound copies of the Ph.D. thesis (prepared according to the prescribed format), one for each examiner of the thesis board plus a library copy will be submitted.

10.6. Processing of Thesis

10.6.1. M Tech/M.S. Oral Examination

1. The oral examination will be conducted within four months from the date of submission of the thesis.
2. The thesis supervisor/program coordinator will intimate the date of the oral examination to the Chairman, AC PGC.
3. The examination committee will evaluate the thesis, conduct the oral examination and send a report of the examination to the Chairman, AC PGC.
4. A thesis will be considered to have been accepted if all members of the examination committee recommend its acceptance. A thesis, which is not accepted, will be considered to have been rejected.
5. If a thesis is rejected along with a recommendation for resubmission after incorporating any modification/correction suggested by the oral examination committee, oral examination of the re-submitted thesis will be conducted by the original committee unless a different committee is approved by the Chairman, AC PGC. If the re-submitted thesis is rejected, the matter will be reported to the Academic Council for appropriate action.
6. Acceptance of thesis will be reported to the Academic Council for award of M.Tech./M.S. degree.

10.6.2. Ph.D. Thesis Evaluation by the Thesis Board

1. After the synopsis has been submitted and the thesis board constituted, Dean (Academics) will send a letter to each member of the thesis board enclosing a copy of the synopsis and requesting him/her to serve as an examiner for the thesis. If the examiner refuses or no response is received for eight weeks (with a reminder being sent after four weeks), then steps will be taken to appoint another examiner.
2. On receipt of the acceptance of examinership, a copy of the thesis along with a thesis evaluation form for the examiner's report will be sent to each examiner.
3. When an examiner's report is received, the Chairman, AC PGC will place it in one of the following three categories:
 - i. **Category I:** If an examiner suggests corrections regarding punctuation, grammar, spelling or language, the supervisor(s) can use their discretion regarding incorporation of such suggestions.
 - ii. **Category II:** If an examiner points out typographical errors other than those in (i) above, or minor technical mistakes, raises some queries or suggests modifications but does not imply that the acceptance of the thesis is subject to removal of these defects to the examiner's satisfaction, the supervisor will communicate to the Chairman, AC PGC, the student's response to the above and the same will be incorporated in the thesis to the satisfaction of the oral board, and examiner(s) concerned should be informed of the changes made on the basis of his/her suggestions.
 - iii. **Category III:** If an examiner outright rejects the thesis or raises technical points or suggests modifications which must be answered/carried out to the examiner's satisfaction before the thesis is accepted, the supervisor will communicate to the Chairman, AC PGC the changes made in the thesis, if any, in response to the examiner's comments along with an explanatory note which will be sent to the examiner with a request to respond within six weeks.
4. Copies of the categorized report (without the identity of the examiner) will be sent to the thesis supervisor(s).
5. On completion of the process detailed above, the Chairman, AC PGC will intimate the supervisor the concurrence of the Chairman, Academic Council, if given, to initiate the constitution of the oral board. This concurrence of Chairman, Academic Council will be given if all the examiners recommend acceptance of the thesis. If one of the examiners rejects the thesis, the matter will be referred to Chairman, Academic Council for deciding further course of action. If two or more examiners reject the thesis, the thesis will be rejected.

10.6.3. Ph.D. Oral Examination

1. The Ph.D. oral examination will be an open examination. The supervisor(s)/program coordinator will be the convener of the oral board and will fix the date of the oral examination and intimate the date to the Chairman, AC PGC.
2. If a member of the oral board communicates his/her inability to be present in advance or fails to be present on the specified date and time, the Chairman, Academic Council may appoint a substitute in consultation with the thesis supervisor(s)/program coordinator, and Chairman, AC PGC.

3. Each member of the oral board will be given a copy of the thesis along with the entire technical correspondence with the thesis examiners at least three weeks before the date of the oral examination.
4. The oral board shall
 - i. examine the thesis reports,
 - ii. examine if necessary modifications suggested by the thesis examiners have been incorporated,
 - iii. elicit the candidate's replies to the questions raised by the thesis examiners.
 - iv. Check for authenticity of work as the student's own,
 - v. judge if the presentation of the work by the student and the answers to the questions asked have been satisfactory, and
 - vi. give a report of the examination, which will be communicated by the supervisor(s)/program coordinator to the Chairman, AC PGC.
5. If all, except at most one member, declare the student as passed, the student shall be deemed to have passed.
6. If a candidate has not passed, the oral board will specify whether
 - i. the candidate may be given another chance to appear in the oral examination. The original oral board will conduct the re-examination unless a different oral board is approved by the Chairman, Academic Council. In the re-examination, the board will declare whether the student has passed or failed as per the criteria laid down above but will not recommend holding a third oral examination.
 - ii. the candidate is declared to have failed.
7. On receipt of the report that the student has passed the oral examination, the Chairman, AC PGC will recommend to the Academic Council for award of the Ph.D. degree.
8. If the candidate has failed, the matter will be brought to the attention of the Academic Council for further action.

11. GRADUATION REQUIREMENTS

A student shall be deemed to have completed the graduation requirements., if the student has:

- i. passed all the prescribed courses,
- ii. attained the minimum required CPI,
- iii. satisfied the minimum academic requirements,
- iv. satisfied all the requirements specified by the Registration Adviser, if any,
- v. satisfied all the requirements specified by the Academic Council.

In addition, the student should have paid all the dues to the Institute and, should have no pending case of indiscipline.

ANNEXURE I

POSTGRADUATE COURSES

Course Number

Each postgraduate course will have a unique number consisting of two parts. The first part will consist of a code to identify the discipline which will be of 3 characters of English alphabet. The second part will be a three-digit number beginning with 6, 7, 8 or 9.

Course Credits

A credit of course work shall be approximately 10 lecture hours or 25 lab hours. Most PG courses are expected to have 3-lectures a week, amounting to about 40 lectures, and hence will carry 4 credits.

Thesis Credits

To earn one credit of thesis work, a student is expected to put in approximately 40 hours of work.

Approval of a New Course

All postgraduate courses require the approval of the AC PGC before being offered. A course should be proposed by an interested faculty member in a prescribed format at least six weeks before the registration dates of the semester in which it is proposed to be offered for the first time. The faculty member should e-mail the proposal to all faculty members to elicit their comments and suggestions, and should send a hard copy of the proposal to the Chairman, AC PGC. A minimum period of three weeks should be allowed for such comments to be received. After this period, the proposer of the course will submit the revised version to the Chairman, AC PGC.

Discontinuation of Course

Any postgraduate course, which is not offered for three consecutive years, may be discontinued.