

Indian Institute of Technology Goa



Rules and Regulations for the Master of Technology (M.Tech) Program

Contents

1	Preamble	5
2	Admission	6
2.1	Admission Categories and Financial Support	6
2.2	Registration	6
2.3	Submission of Relevant Documents	8
3	Coursework	10
3.1	Types of Courses	10
3.2	Course Credits	10
3.3	Credit Requirements	11
3.4	Course Assessment	12
3.5	Grading Scheme	13
3.6	SPI and CPI Calculation	14
3.7	Auditing courses	15
3.8	Grade Improvement	15
3.9	Rules Regarding Class Attendance	18
4	Project/Thesis	21
4.1	Allotment of Project	21
4.2	Registration and Assessment Timelines	21
4.3	Committee for Project Evaluation	22
4.4	Report/Thesis	23
4.5	Presentation/Defence	24
4.6	Grading Policy	24
4.7	Thesis Submission	25
4.8	Rules regarding Extensions	25
5	Academic Probation	27

6	Temporary Discontinuation	27
7	Maximum Program Duration	28
8	Leave Rules	29
9	Miscellaneous	30
9.1	Requirements for Running an Elective Course	30
9.2	Conversion from an M.Tech. Program to a Ph.D Program	30
9.3	Research Involving Human Participation	31
9.4	Guidelines for Award of Institute Medals	31

List of Abbreviations

- **M.Tech** Master of Technology
- **Ph.D** Doctor of Philosophy
- **IIT** Indian Institute of Technology
- **AU** Academic Unit (Refers to a Discipline/School/Center within IIT Goa)
- **SPGC** Senate Postgraduate Committee
- **TA** Teaching Assistantship
- **MoE** Ministry of Education
- **SPI** Semester Performance Index
- **CPI** Cumulative Performance Index

1 Preamble

The Indian Institute of Technology Goa (IIT Goa) offers Master of Technology (M.Tech) programs in Mechanical Engineering, Computer Science and Engineering and Electrical Engineering (with specialization in Power and Control). The institute follows a semester-based academic system and the students are required to follow certain procedures and meet certain academic requirements every semester. The procedures and requirements stated in this manual underline the philosophy of M.Tech programs, ensuring a high standard of education at the institute.

The academic session of the institute in each year is divided into two regular semesters (the Autumn Semester and the Spring Semester) and a summer term. The Autumn semester normally commences in the last week of July each year, while the Spring semester normally commences in the last week of December or first week of January. The summer term usually runs from the middle of May to the middle of July. The M.Tech program at IIT Goa is of two-year duration spanning four regular semesters. The program consists of a combination of compulsory courses, elective courses and an M.Tech project/thesis. Each course is associated with a fixed number of *credits* which correspond to the amount of work or the weekly contact hours associated with that course. The M.Tech project/thesis also carries a certain number of credits. The course credits are contributed by theory courses, laboratory courses, seminars and other academic work such as practical training and field visits, as specified by the Academic Unit (AU) offering the program.

The common framework of the programs incorporates sufficient flexibility, both at the individual program level and the student level. All academic work associated with the programs (including courses which carry a *Pass/Fail* grade), carry credits commensurate with the quantum of work. The total credit requirement for the award of M.Tech degree is specific to each Academic Unit (AU) with minimum credit requirements as described in Section 3.3.

2 Admission

2.1 Admission Categories and Financial Support

The institute admits students into the M.Tech program under one of the following categories:

1. Teaching Assistantship (TA)
2. Sponsored/Self-Financed

The M.Tech program is a full-time program of two-year duration for both the admission categories. Admissions to each category is subject to the availability of seats. Students admitted in the TA category are eligible to receive financial assistantship from MoE. The continuation of financial support and registration for the selected program is subject to satisfactory performance of the teaching assistantship duties assigned by the AU, as well as satisfactory conduct and academic performance as per the institute rules.

2.2 Registration

2.2.1 On joining the institute, a student is required to plan their academic program in consultation with the AU in which the student is admitted.

2.2.2 Registration is mandatory for all students and must be performed by the student individually for each semester of the M.Tech program until the student completes the program. The students need to register themselves on the prescribed dates as announced in the institute's academic calendar. A student must clear the institute dues and hostel dues (if any) before registration.

2.2.3 At the time of registration, a student needs to specify the list of courses that he/she plans to take as *Credit* or *Audit* during the semester in accordance with the program curriculum. (Course credits and auditing of courses is detailed in Section 3.)

- (a) This list can subsequently be adjusted anytime before the **course-adjustment deadline** as announced in the academic calendar.
- (b) It is possible to drop a course that the student has registered for anytime before the **course dropping deadline** as announced in the academic calendar. In the time interval between the course adjustment deadline and the course dropping deadline, it is possible to drop courses but *not* to add a new course or to change/replace a course in the list.

2.2.4 For the first semester of the program (upon joining the institute), the course registration, adjustment and dropping of courses for each student needs to be approved by the AU. Once the student is assigned a thesis supervisor, the tasks related to course selection and registration will be advised and approved by the thesis supervisor.

2.2.5

- (a) If a student does not register in a particular semester without prior permission of the SPGC (Senate Postgraduate Committee) , he/she ceases to be a student and the admission is liable to be cancelled.
- (b) If a student does not register for two consecutive regular semesters, the admission may be cancelled by the SPGC suo moto.

2.2.6 For additional learning (beyond the requirements listed in the program curriculum), a student may register for additional courses with approval from the AU or thesis supervisor. An additional course may be taken as *Credit* or *Audit*.

- (a) **Audit courses:** Details and rules regarding auditing of courses are described in Section 3.7. Audit courses do not affect a student's SPI/CPI¹. A student can register for a maximum of **two** courses as audit per semester.
- (b) **Additional credit courses:** An additional course taken as credit will affect the student's SPI/CPI¹. A student can take additional courses as credit only

from the second semester onwards and only if his/her CPI is higher than 6.0. A student satisfying these conditions can take any number of courses as credit per semester with the approval of the AU or thesis supervisor.

2.2.7 A student is not permitted to re-register for a course that he/she has already completed with an L grade (audit) or a C+ grade or any grade higher than C+ (grade point 6).

2.2.8 If the student has secured C grade in a course, the student can opt for grade improvement (if eligible) and repeat the course in a subsequent semester. Refer to Section 3.8 for details regarding grade improvement and eligibility criteria. If the student has secured a grade lower than C in a particular course, he/she will have to re-register for the course in a subsequent semester.

2.2.9 A student who concurrently registers for any postgraduate degree at another organization shall be automatically deregistered at the institute.

2.3 Submission of Relevant Documents

2.3.1 All students admitted to the M.Tech program should submit their certificates to the academic office after joining the institute within one month from the date of joining.

2.3.2 The students who are unable to submit their certificates before the deadline should apply to the academic office for extension along with an undertaking stating the new date for submission and the reasons for claiming the extension on a prescribed form.

¹SPI and CPI calculations are described in Section 3.6.

2.3.3 If a student does not submit the certificates until the commencement of the end-semester examinations, they will be allowed to appear for the examinations. However, the results of such a student shall be withheld until the required documents are produced.

2.3.4 If a student cannot submit certificates by the due deadline without a proper justification or is found to have submitted fake certificates, their admission to the M.Tech program is liable to be withdrawn. Such cases will be reported to the SPGC and the Senate for further consideration and actions.

3 Coursework

The total credit requirement for award of the M.Tech degree is divided into course credits and project/thesis credits. This section describes the credit structure and the grading system for courses. Details pertaining to the M.Tech project/thesis are described in Section 4.

3.1 Types of Courses

The courses constituting the M.Tech program include lecture courses, laboratory courses, seminar course, communication skills and research ethics courses, and the courses focussed on academic activities such as training and field visits as specified by the AU. The courses may be classified as Core, Elective and compulsory courses as follows:

- A certain number of courses in each semester of the program are identified as **Core courses**. These are courses that the AU identifies as being essential for building up the core competency in the program.
- The curriculum may list some other courses as being **compulsory courses**. These are courses that the student must successfully complete even though these may not be identified as core courses. (Some examples are communication skills and seminar courses).
- In addition to the core courses and other compulsory courses, the program may consist of a certain number of **Elective courses**. These are courses that the student can choose from a list offered by their AU (marked as Department Electives) or those that are offered by other AUs (marked as Institute Electives) with the approval of the AU/thesis supervisor.

3.2 Course Credits

Each course is associated with a fixed number of credits commensurate with the quantum of work associated with that course. The number of credits assigned to

a course is calculated by means of the Lecture hours per week (L), Tutorial hours per week (T) and Practical hours per week (P).

- For a course involving all three components, the credit is computed as

$$L + T + \left\lfloor \frac{P}{2} \right\rfloor.$$

- For a full semester Lab or Practical-only course (that is, a course with zero lecture hours but possibly with tutorials), the credit is computed as

$$T + \left\lfloor \frac{P}{2} \right\rfloor.$$

- The credit assigned for a half-semester course is half of that of a full semester course with similar L-T-P parameters.

Example 1. *To elucidate the above definition, some typical course parameters (in L-T-P format) and their credits are listed below.*

1. *A standard 3-0-0 full semester course with 3 lecture hours per week and no practicals or tutorials constitutes 3 credits. A half-semester course with similar parameters carries 1.5 credits.*
2. *A standard 3-0-3 full semester course with 3 lecture hours per week and 3 lab hours per week carries 4 credits. So does a standard 3-1-0 course with 3 lecture hours per week and 1 tutorial hour per week.*
3. *A practical course with parameters 0-0-3, i.e. 3 hours of practical hours per week, carries 2 credits. Similarly a 0-1-2 course with 1 tutorial hour and 2 lab hours per week carries 2 credits.*

3.3 Credit Requirements

The curriculum (specific to each program) lists the course and project/thesis credits that a student is required to register for in each semester, with sufficient flexibility in the choice of courses provided via electives. In addition, the curriculum

specifies the core courses in the program and the set of grades that can be assigned for each course (that is, whether the grades that can be assigned for the course are with or without grade points).

3.3.1 The total credit requirement for the award of an M.Tech degree is specific to each program and can be in the range of 48 to 60 credits.

3.3.2 Out of the total credit requirement mentioned above, the minimum total credits assigned for the project/thesis will be 24 credits.

3.3.3 The credits are distributed over four semesters. The minimum number of credits assigned for each semester in the program is 12.

3.3.4 To be eligible for the award of the M.Tech degree, a student has to complete the course credit requirements as specified in the program curriculum. However under special circumstances waiver or relaxation in the course credit requirements may be provided on a case to case basis, subject to the recommendation of SPGC and the approval of the Senate.

3.4 Course Assessment

A student is assigned a grade for each course that he/she registers for in a semester. The grade reflects the level of performance or understanding of the student in that course. If the grade is a passing grade, the student successfully acquires credits associated with that course which are reflected in the transcript. IIT Goa grading system defines the standard letter grades throughout the institute for all courses.

3.4.1 Instructors may set the grading criteria in their courses considering different components of performance evaluation (such as assignments, mid-semester and end-semester examinations, quizzes, projects and class attendance) and assign their weightage towards the final grade.

3.4.2 The grading policy should be announced at the beginning of the course. For full-semester core courses, the end-semester examination/evaluation is mandatory.

3.5 Grading Scheme

3.5.1 Courses associated with Grade Points

For some courses (typically core courses and electives) the grades that can be assigned to students have an associated grade point. A grade point is an integer number from 0 to 10 reflecting the level of performance of the student in the course. Letter grades, having associated grade points, and their descriptions are summarized in Tables 1, 2, 3.

- (a) Letter grades ranging from A* to C indicate satisfactory performance in a course. The D/E grades are passing grades and can serve as a pre-requisites for another course. However a student who receives a D/E grade must repeat the course in a subsequent semester.
- (b) The grades F and FX are failing grades. The course in which a student receives an F/FX grade is considered a backlog and cannot serve as a pre-requisite for another course.
- (c) A student who receives D/E/F/FX grades in a semester must re-register for the same course in a subsequent semester and achieve a grade higher than or equal to C to be eligible for the award of the M.Tech degree.
- (d) The D/E/F/FX grades carry a grade point (equal to or greater than zero) that is used for SPI calculation for the semester in which this grade was obtained. Thus a D/E/F/FX grade obtained in a semester as well as the corresponding SPI is shown on the student's transcript.
- (b) If the course in which a D/E/F/FX grade was obtained, is repeated and successfully completed in a subsequent semester, the new grade points obtained are also shown on the transcript separately and reflect in the SPI calculated

for the subsequent semester. However, the new grade points replace the old grade points for the CPI calculation.

- (c) If D/E/F/FX grade was obtained in an elective course, the student may choose to repeat the same course or opt to take a different course from the list of electives (carrying equal credits) with the approval of the AU or thesis supervisor.

3.5.2 Letter Grades that are not associated with Grade Points

For certain courses, grades may be assigned that carry no grade points. The credits obtained for satisfactory completion of such courses are reflected in the student's transcript but do not affect their SPI/CPI. These grades are summarized in Table 4. The I, W and L grades (summarized in Table 5) can also be assigned for courses that are normally associated with grade points.

3.6 SPI and CPI Calculation

3.6.1 Semester Performance Index (SPI)

The performance of a student in a semester is indicated by a number called the Semester Performance Index (SPI). The SPI is a weighted average of the grade points obtained in all the courses and projects taken by the student during a particular semester (weighted by the credits assigned for the corresponding course/thesis).

3.6.2 Cumulative Performance Index (CPI)

The CPI indicates the cumulative performance of the student over all semesters upto a current point in time. It is a weighted average of the grade points obtained in all the courses and projects taken by the student upto that point (weighted by the credits assigned for each course/thesis).

3.6.3 If a student registers for additional courses than what is prescribed in the curriculum, the SPI and CPI will be affected by the extra courses taken if the

grades obtained in these additional courses have an associated grade point (for example, L grade does not affect the CPI/SPI calculation.)

3.6.4 The CPI for the course credits and project/thesis credits will be separately calculated. The transcript will show the course CPI, project/thesis CPI, and overall CPI. Calculation of overall CPI will include the course CPI and project/thesis CPI weighted by their respective total credits.

3.7 Auditing courses

The option of auditing courses is meant for students to learn additional courses over and above their minimum credit requirements in the M.Tech program.

3.7.1 To audit a course, the student needs to obtain approval from the AU or thesis supervisor at the time of registration. A student can audit at-most two courses per semester.

3.7.2 A course offered in a semester can be registered for as an Audit only if it is **not** a compulsory/core course for the program in which the student is enrolled.

3.7.3 A student may be allowed to audit a course offered in another AU than the one in which he/she is registered with approval from the parent AU or thesis supervisor.

3.7.4 Students registered for a course as audit shall be awarded the L grade if they fulfil the requirement of minimum attendance and performance criteria, as prescribed by the instructor at the beginning of the semester.

3.8 Grade Improvement

3.8.1 The student can choose to repeat a course for grade improvement if he/she obtains a grade lower than C+ in the course **and** has a CPI less than 6.0 at the end

Table 1: Letter grades with grade points that are passing

Letter Grade	Grade Point	Remarks	Description
A*	10	Exceptional	Exceptional performance and mastery of the subject. The A* grade can only be given for core courses. This grade indicates an exceptional mastery over the subject when compared with students across multiple batches.
A+	10	Outstanding	Outstanding mastery of the subject and applications.
A	9	Excellent	Excellent mastery of the subject and applications.
B+	8	Very good	Very good mastery and scholarship in the subject.
B	7	Good	Good mastery and scholarship in the subject.
C+	6	Average	Acceptable understanding and mastery of the subject.
C	5	Below average	Below-average understanding and proficiency in the subject. Grade C is the minimum grade required for the evaluation of the final CPI of graduate students. If a graduate student secures a grade less than C, the student shall replace/repeat the course in the subsequent semester.

Table 2: Letter grades with grade points that require repeating the course

Letter Grade	Grade Point	Remarks	Description
D	4	Marginal	Border-line understanding of the subject and marginal performance.
E	2	Exposed	A marginal understanding of some parts of the subject.

Table 3: Letter grades with grade points that are failing grades

Letter Grade	Grade Point	Remarks	Description
F	0	Poor	The F grade indicates extremely poor and unsatisfactory performance in a course or project/thesis assessments. An F grade may also be assigned to a student for academic malpractices at the discretion of the institute's disciplinary actions committee. The F grade appears in the transcript
FX	0	Failed due to low attendance	Grade FX in a course is awarded if a student does not maintain the minimum required attendance in the lectures/tutorials. This grade may also be awarded to the students having incomplete in-semester records on non-medical reasons. A student with FX grade in a given course is not permitted to take the end semester examination in that course. Such a student gets one more chance to register the same course to improve grades. The FX grade appears in the transcript. Refer Section 3.9 for details.

Table 4: Letter grades that are not associated with grade points

Letter Grade	Remarks	Description
P	Pass	This grade is solely for Pass/Fail courses and represents satisfactory performance. The student acquires the credits assigned for this course upon getting a P grade.
F	Fail	In the context of courses for which a Pass/Fail grade can be assigned, this grade represents an unsatisfactory performance. The student does not acquire credits and needs to re-register for and complete the course in a subsequent semester.

of a semester **and** has been permitted by the SPGC to continue in the program on academic probation.

3.8.2 For grade improvement, a student has to re-register for the course in a subsequent semester if the course is offered. The new grade obtained upon repeating the course will replace the older grade for CPI calculation. However both the old grade and the new grade will appear on the transcript and will reflect in the SPI calculated for the corresponding semester in which each grade was obtained.

3.8.3 The student can avail this option only for two courses in the entire program and only once for a specific course. Grade improvement can only be availed for courses. It cannot be availed for project/thesis work.

3.9 Rules Regarding Class Attendance

3.9.1 Grade FX in a course is awarded if a student does not maintain the prescribed attendance requirements for the course. If the attendance of the student,

Table 5: Letter grades that are not associated with grade points

Letter Grade	Remarks	Description
I	Incomplete (course)	Grade I is awarded in a lecture/lab course if a student has satisfactory performance, but has not appeared for the end-semester examination on medical grounds, or performed poorly/did not appear in the end-semester examination due to unavoidable circumstances. The student has to appear in the end semester examination when the course is offered next or when the exam is offered next; otherwise, this grade will be converted to grade F. Grade I will then be converted into a performance grade depending on the overall performance in the course.
	Incomplete (project or thesis)	In the context of a project/thesis work, the grade I can be awarded if the assessment (presentation/defence) remains incomplete on medical grounds or due to other unavoidable circumstances. In such a case, the student has to re-appear for the assessment and the grade will be converted to a letter grade depending on the performance of the student. (Refer Section 4 for details regarding project/thesis assessment)
W	Withdrawn	This grade is assigned when the student drops a course or the course is withdrawn after the initial course adjustment period and before the course drop deadline specified in the academic calendar. This grade appears in a student's transcript but no credits are assigned.
L	Audit	Students registered for a course as audit shall be awarded grade L if they fulfill the requirement of duly satisfactory performance as prescribed by the Instructor. If a student does not qualify for the grade L, it will be assumed that the course has been dropped by that student and will not appear in the transcript. (Ref Section 3.7 for details)

as counted with effect from the first contact hour, falls below the minimum attendance requirement prescribed by the instructor at the beginning of the semester, the instructor may award the student an FX grade in that course. This grade may also be awarded to the students having incomplete in-semester records without prior intimation to the academic office.

3.9.2 The FX grade is typically declared in the first week of November for the Autumn semester courses and in the first week of April for Spring semester courses, or as announced by the academic office.

3.9.3 A student with grade FX in a given course is not permitted to take the end semester examination in that course. Such a student gets one more chance to register for the same course to improve grades. The FX grade is counted as a backlog and appears on the student's transcript.

4 Project/Thesis

The M.Tech project/thesis is an important component of the M.Tech program and a significant fraction of the total credits are reserved for the project/thesis.

4.1 Allotment of Project

4.1.1 Each student is expected to have a thesis supervisor and a topic for their project/thesis work assigned typically by the end of the first semester. The AU will oversee this process.

4.1.2 The project/thesis supervisor should be a faculty belonging to the same AU to which the student is admitted.

4.1.3 In addition to the supervisor, one or more Co-supervisor(s) can be assigned for the project with the approval of the AU at the recommendation of the supervisor. The Co-supervisor(s) can be faculty members from the same AU or a different AU.

4.1.4 In case of unavailability of the supervisor during the course of the project work or during the final assessment, the AU shall make alternative arrangements for guidance to the student during the supervisor's absence.

4.2 Registration and Assessment Timelines

4.2.1 The M.Tech project work and its assessment is divided into two stages: Stage-I and Stage-II with the timelines as summarized in Table 6.

4.2.2 Stage-I and Stage-II of the project together account for a certain number of credits as specified by the program. The minimum number of credits that can be assigned for each stage is 12. The student has to register for these credits at the beginning of the semester as per the timelines summarized in Table 6.

Table 6: Timelines for the project/thesis work and assessment

Project/Thesis Stage	Registration	Assessment timeframe
Stage I	Start of the 3 rd semester	1 st October to 30 th November (3 rd semester)
Stage II (Final stage)	Start of the 4 th semester	1 st May to 15 th May (towards the end of the 4 th semester)

4.3 Committee for Project Evaluation

At each stage of the project, a committee is to be formed for evaluation of the project work consisting of members as summarized in Table 7.

- (a) **The Internal Examiner** is a faculty from the same AU who is not the student's supervisor or co-supervisor.
- (b) **The External Examiner** can be a faculty member from a different AU of the institute or a faculty/researcher from another institute or industry with relevant experience in the project's subject area. For the stage II evaluation committee, the inclusion of an external examiner is desirable. However, in case of difficulty in finding an external examiner in the required areas, an additional internal examiner may be appointed in place of the external examiner subject to the approval of the AU.
- (d) **The Chairperson** is a faculty from other AU of the institute. The chairperson is responsible for overseeing the proceedings of the final presentation/assessment and ensuring that the assessment is carried out in a fair and systematic manner. For cases where it is not possible to appoint a chairperson from a different AU, an existing internal examiner in the committee can be appointed as the chairperson with prior approval from the AU.

Table 7: Composition of the Project Evaluation Committee at each Stage of the project/thesis work

Project Stage	Evaluation Committee
Stage-I	<ol style="list-style-type: none"> 1. Supervisor 2. Co-supervisor(s) (if any) 3. An Internal Examiner (from the parent AU) 4. A Chairperson
Stage-II (Final stage)	<ol style="list-style-type: none"> 1. Supervisor 2. Co-supervisor(s) (if any) 3. An Internal Examiner (from the parent AU) 4. An External Examiner 5. A Chairperson

4.4 Report/Thesis

4.4.1 At each stage, the student is required to submit a detailed document describing the work done during this stage (including the details of background study and references, scope of the project and future work). For Stage-I, such a document is referred to as the **Stage-I Report**. For Stage-II, the document is referred to as the **M.Tech Thesis**, as this is the final document describing the complete project. The AU may prescribe a format for the report/thesis.

4.4.2 A student is required to submit soft copies (electronically) of the report/thesis at least two weeks prior to the date of assessment to the Supervisor (for perusal and modification) and at-least one week prior to the date of assessment to the evaluation committee for examination at each stage.

4.5 Presentation/Defence

4.5.1 The assessment at each stage is based on the report/thesis submitted by the student and a presentation made by the student to the evaluation committee. For Stage I, such a presentation is referred to as the **Stage I Presentation** whereas for Stage-II this is referred to as the **M.Tech Defence**.

4.5.2 The date of the presentation/defence is to be decided with the mutual agreement of the evaluation committee members and the student while adhering to the timeframes summarized in Table 6. The arrangements for the conduct of the presentation/defence are to be made by the respective AU.

4.5.3 Upon completion of the presentation/defence at each stage, the final grade report is to be submitted by the evaluation committee to the academic office by the due deadline as summarized in Table 6, or as announced by the Academic Office.

4.6 Grading Policy

4.6.1 For each stage of the project/thesis assessment, a letter grade ranging from A+ to E can be assigned (having grade points as described in Tables 1 and 2). The grades F and FX cannot be assigned for project/thesis work. The grade I (Incomplete) may be awarded if the evaluation remains incomplete for reasons as described in Table 5.

4.6.2 The minimum passing grade in each stage of assessment is C+. In case a student fails to get the minimum passing grade in the assessment, they need to complete the additional work and modifications as suggested by the evaluation committee and undergo the assessment again. The date of the re-assessment must be within two months from the date of the first assessment and is decided by the committee and the AU. No grade restriction will be imposed for the re-assessment. If the student fails to get the minimum passing grade in the re-assessment too, he/she must re-register for Stage I evaluation and repeat that stage completely.

4.6.3 The grade points obtained for Stage I and Stage II contribute towards the SPI calculated for the corresponding semester. However, the course CPI and Project CPI are calculated separately. The final transcript would show the Course CPI, Project CPI and the Overall CPI. In case of a re-assessment, the new grade points obtained after the re-assessment will replace the old grade points in the CPI calculation.

4.7 Thesis Submission

4.7.1 After the successful completion of the stage II assessment (M.Tech defence), the student is required to incorporate changes suggested by the committee (if any) into the thesis and submit the final copy of the thesis document (including an approval sheet signed by the evaluation committee members). The submission must be made in electronic format (as a single pdf document including the approval sheet) to the academic office, the committee members and the institute library for archival.

4.7.2 At the time of final thesis submission, the student has to submit a duly filled thesis submission form to the academic office along with provisional clearances from the Accounts section and hostel.

4.7.3 The deadline for submission of the final thesis is one week after the date of the final defence. A request for extension of this deadline can be made by writing to the academic office citing valid reasons. If a student fails to submit the thesis by the due deadline without seeking an extension a-priori, the final transcript and the award of the M.Tech degree certificate may be withheld.

4.8 Rules regarding Extensions

4.8.1 When the report/thesis of any stage is not submitted by the due deadline specified in the academic calendar, the student is required to make specific request to the AU for an extension citing the reasons for delay.

4.8.2 The request should be made a-priori, at least 15 days before the last date for assessment as announced in the academic calendar. The request may be approved by the AU.

4.8.3 If a student seeks an extension for the Stage-I assessment, the student is required to pay the institute fees and formally register for the next semester if the proposed date of the assessment is beyond the registration deadline for the following semester.

4.8.4 There will be no grade penalty or restriction for delayed assessment or re-examination (in case of unsatisfactory performance) for Stage-I and Stage-II assessments.

4.8.5 The decision of providing hostel accommodation for students on extension may be taken independently by the Dean (SA).

5 Academic Probation

5.0.1 At the end of each semester, a student must maintain a course CPI of 6.0 or higher. If the course CPI falls below 6.0, the student will be kept on academic probation for one semester.

5.0.2 If a student who is already on academic probation is unable to obtain a course CPI greater than or equal to 6.0 at the end of the probation semester, then he/she is liable to be terminated from the M.Tech program. However, the student can appeal to the Chairperson, Senate for reconsideration of termination.

5.0.3 The students who are under academic probation may continue to be assigned Teaching Assistantship (TA) duties, and be paid Teaching Assistantship at the rates applicable to them. Students, however, may appeal for a relaxation in the assigned TA duty to the concerned AU. If approved, such students will continue to be paid Teaching Assistantship at the rates applicable to them.

6 Temporary Discontinuation

In genuine cases, if the AU recommends temporary discontinuation after course work or project Stage-I, the SPGC may take a decision on merits for permitting such temporary discontinuation. Such cases will be governed by the following rules. However, the student has to submit the following certificates at the time of rejoining the program:

6.0.1 When a break is permitted on medical ground

- (a) The student should submit a fitness certificate from the Medical officer of the institute or an authorized medical practitioner.

(b) He/she should submit a joining report through the Head/Coordinator of the AU.

6.0.2 In all other cases when the break is not on medical grounds, the request for temporary discontinuation may be considered on a case-to-case basis, taking the cited reasons into account. All such requests should be forwarded through the AU to the SPGC for approval. The student has to submit the relevant documents at the time of rejoining.

6.0.3 When a student rejoins and commences his/her project, the student has to give a seminar on the topic of his/her project before a panel of examiners duly constituted by the AU. If the panel is satisfied that the student can continue with the original project, the student will be permitted to continue and submit a detailed program for the remaining project/thesis work to the SPGC through the panel. If the panel is not satisfied, the student will have to register for the project/thesis work afresh and will have to work for a new project/thesis work. The student will submit a detailed program for the project/thesis work through the panel.

7 Maximum Program Duration

A student must complete the coursework within two years from the date of joining the M.Tech. program, and must fulfill all credit requirements (including project/thesis assessment) within four years from the date of joining the program to be eligible for the award of the M.Tech degree. The maximum program duration is irrespective of temporary discontinuation or academic probation period. (refer to Section 5 for minimum CPI requirements).

8 Leave Rules

8.0.1 Annual and Casual Leave

Students funded by the Ministry of Education or Institute are entitled for annual leave for a maximum of 24 days per year and casual leave for a maximum of 8 days per year in addition to the public holidays. The leave will be treated as part of the student's tenure. Such leaves not availed will not be carried over to the next year. During the first year of fellowship or for any uncompleted year, leave may be accounted on a pro-rata basis for the completed months.

8.0.2 Maternity and Paternity Leave

Maternity and paternity leave would be available to female and male students as per the Government of India instructions issued from time to time.

8.0.3 Medical Leave

Leave on medical grounds, duly supported by a medical certificate (from the Medical Section, IIT Goa), may be granted to a student for up to 10 days per calendar year. Such leaves not availed will not be carried over to the next year.

8.0.4 Conference Leave

Conference leave would be available to students for a maximum of 5 days + 2 days as transit time per conference to attend seminars, conferences, workshops, and scientific events in India or abroad to present research work.

8.0.5 Project Duty Leave

Students can be granted project duty leave on recommendation from the FA/DA for carrying out fieldwork, experimental/computation work in an authorized academic or research institution or industry.

8.0.6 Absence without sanctioned leave

Student's absence without sanctioned leave,

- will entail loss of the student's financial assistantship for the period of absence, and
- may result in the termination of the student's program based on the recommendations of the concerned AU and SPGC.

9 Miscellaneous

9.1 Requirements for Running an Elective Course

For a course to be run as a Department Elective or Institute Elective, at-least five students should be registered for the course. If less than five students are registered for an elective course, the course may be allowed to run with the approval of the Dean (Academic Programs) at the recommendation of the AU on a case-by-case basis.

9.2 Conversion from an M.Tech. Program to a Ph.D Program

If a student who is pursuing a full-time M.Tech. program in the institute also fulfills the minimum qualifications prescribed for admission to any specific Ph.D. program of the institute and wishes to change over to a Ph.D. program, he/she may be permitted to do so provided the student has obtained a CPI of 8.0 or above after having registered for full credits prescribed for the program upto the 3rd semester. The student(s) shall apply for the change over by the end of the 3rd semester. The AU will recommend the list of successful students after a due selection process to

the Dean (AP) for recommendation. The academic unit of the respective program may recommend the eligibility criteria to apply to the Ph.D. program.

9.3 Research Involving Human Participation

Students whose research work involves human participation (either directly or indirectly), should obtain approval of the Dean (AP) prior to the start of the study or the component of the study involving human participation. The approval of Dean (AP) is mandatory for all such projects before the start of the work as well as for publication of such work in peer-reviewer journals. And the approval of Dean (AP) cannot be taken retrospectively.

9.4 Guidelines for Award of Institute Medals

A student will be considered eligible for the award of the institute medal if he/she has an overall CPI of 9.0 or above (including CPI for project/thesis) and satisfies *all* of the following conditions:

1. The student has not been awarded an FX grade or an F grade in any course
2. The student has not taken extension for final stage project/thesis work.
3. The student has not received any punishment under DAC during the program. (The names of the proposed medalists would be verified from the academic office for any DAC punishment.)
4. The student has not had a semester drop for reasons other than on medical grounds.

The I grade on medical ground and/or a W grade in a course shall not be a bar for being eligible for the award of medals.