The Master of Technology (Examination and Miscellaneous Provisions) Rules, 2006

In exercise of the powers conferred by and in discharge if the duties assigned in Section-9A proviso (1) (d) of the 'Rules and Regulations of the Indian School of Mines, Dhanbad' the Academic Council hereby makes the following Rules, namely: -

1. PRELIMINARY

1.1 Short Title, Applicability and Commencement

(a) These Rules may be called The Master of Technology (Examination and Miscellaneous Provisions) Rules, 2006.

(b) These rules shall apply to all 2-year (4 semester) M Tech programmes run by the School.

(c) They shall come into force form the 2006-07 session.

1.2 Definitions

In these Rules, unless there is something repugnant in the subject or context:

(a) “Academic Council” means the Academic Council of the School constituted under Section 9 of the Rules and Regulations of the School;

(b) “Board” means the Examination Board of the School constituted By the Academic Council under Section 9A, proviso 2(iii) of the Rules and Regulations of the School;

(c) "Chairman" means the Chairman of the Board;

(d) "Co-ordinator" is used to mean Course Co-ordinator;

(e) “Course Co-ordinator” means Co-ordinator of the relevant M.Tech. Programme of the School;

(f) "DSW" means the Dean of Students Welfare of the School;

(g) “Director” means the Director of the School;

(h) "GPA" means Grade Point Average;

(i) “Head” means the Head of the Department or Centre (in the School) offering the Master of Technology Course in which the student has taken admission;

(j) "M.Tech" is used to mean Master of Technology;

(k) "OGPA" means Overall Grade Point Average;

(l) "Prescribed" means prescribed under these rules;

(m) "Registrar" means the Registrar of the School;

(n) “School” means the Indian School of Mines; and,

(o) “Student” means student of an M.Tech Programme of the School.

1.3 General

Every M.Tech Programme of the School shall be run in accordance with the Curricula and Syllabi of the respective programme framed by the Academic Council.

Academic schedule of each session (including the duration of each semester) shall be notified by the Academic Council in the form of an academic calendar. Unless otherwise provided in the academic calendar, an academic session of the School will normally begin in July and end in June. Every academic session shall be divided into two semesters viz., monsoon semester and winter semester. While the monsoon semester will normally begin in July and end in December, the winter semester will normally begin in January and end in June.

However, for part-time M. Tech programmes, one academic session shall constitute a semester.

The schedule of academic activities as notified in the academic calendar will normally be adhered to. Provided that, notwithstanding anything contained in these Rules, The Director
may, if he feels it necessary or expedient, modify the academic calendar, in consultation with the DSW.

Provided further that, notwithstanding anything contained in these Rules, the Director may, in consultation with the Head Concerned and the DSW, allow the academic schedule of any particular M.Tech programme to be at variance with the academic calendar of the School, if he finds that it is expedient or necessary to allow such variation(s).

1.4 End-Semester examination shall be the final examination conducted at the end of each semester. Special examination shall be the supplementary examination of each semester, i.e., a second chance to clear a semester.

For theory subjects involving classroom instruction and end-semester examination the marks obtained in the end-semester examination and the marks secured in sessional work shall be combined giving 60% weightage to the end-semester marks and 40% weightage to the sessional marks.

For purely sessional subjects 100% weightage shall be given to the sessional marks.

1.5 Sessional work of a subject shall include mid-semester examination of 30 marks and Quizzes, Home Assignments, Seminar, Case Discussion, camps and excursion etc of 10 marks. At the beginning of each semester the scheme of weightage (for each subject) will be notified by the respective Head/ Co-ordinator.

1.6 Mid-semester examination shall be conducted for all subjects except for purely Sessional Subjects and Practical subjects. Mid-semester examination shall be conducted during the period specified for the purpose in the academic calendar. Mid-semester examination will be of 2 hours duration for the subject which has 3 hours duration in the end-semester examination and will be of 3.0 hours duration for subjects which have more than 3 hours duration in the end-semester examination. A student who obtains, in a subject, less than 10.5 marks out of 30 marks in the mid-semester examination may be allowed to appear in the specified subject in the mid-semester (special) examination to be conducted by the subject-teacher concerned. A student who takes a second chance will get a maximum of 10.5 marks out of 30 marks even if he/she scores more.

1.7 For every subject involving end semester examination the subject-teacher/ Head shall prepare a list of a students failed (by securing less than 14 marks out of 40 marks) in the sessional component of the subject and send the same to the Examination Section before the commencement of the preparation week for the semester. Every student who fails to clear the sessional component of a subject shall be debarred from appearing at the end-semester examination in the subject concerned.

1.8 For all Sessional subjects, assessment will be made on the basis of continuous evaluation throughout the semester, which may include regular course work, practice work, home assignment, quizzes, excursion, etc. At the beginning of each semester the scheme of weightage (for each sessional subject) shall be notified by the respective Head/ Co-ordinator.

1.9 Course work for a Practical subject will include Practical class work, Practical report writing, Practical examination, Viva-voce etc. The performance of a student in a Practical subject will be evaluated by assigning 50% weightage to regular laboratory work and 50% weightage to Practical examination and viva-voce.

2. REGISTRATION

2.1 Each and every student is required to register within one week of the start of each semester. Registration after first week and maximum upto second week will be permitted with a late fine as decided from time to time.
In exceptional circumstances, Director on recommendation of Co-ordinator and DSW may allow late registration upto first 4 weeks with heavy late fine. There shall be no relaxation on attendance requirement for late registration.

Late registration shall not be applicable for new admission.

2.2 Carryover

Carryover will be permitted for failed subjects and lower graded subjects to fulfil the GPA requirements for clearing a semester. For registration in III and IV semester, the student may carry maximum two subjects each of I and II semester respectively. However, the student must clear the carryover subject of I semester for registration in IV semester.

2.3 A student, who absented himself/herself or who has been debarred from appearing in an end semester & special examination but fulfilled the attendance requirement, will be allowed to register for the next academic session with carryover facility for the failed subjects as per clause 2.2.

2.4 The students who are having carryover subject(s), have to submit during registration, a completed registration card checked and verified by In-Charge Examination Section and concerned HOD to the Academic Section through Cash Section. The registration card will contain the list of carry over subject(s) along with current semester subjects, as the case may be.

2.5 Only those students will be permitted to register who have:

(a) paid all required tuition fee and other charges including hostel charges for the current semester

(b) cleared all the School and Hostel dues of previous semesters/years; and,

(c) not been debarred from registering for a specified period on disciplinary and other ground.

2.6 Examination fees (non-refundable) for end-semester examination will be collected at the time of registration of each semester.

Fees once paid shall not be refunded.

3 Semester Examination

3.1 Attendance

For a fully residential Institution like ISM, all students must attend every lecture, tutorial and practical classes. However, to account for late registration, sickness, family calamity or other such contingencies, the attendance requirement will be a minimum of 75% of the classes actually held in each subject.

A student with less than 75% attendance in a subject during the semester will be awarded F grade in that subject irrespective of his/her performance in the tests.

However, a student with 60% or more attendance in a subject during the semester may be allowed special examination provided he/she makes up shortfall of attendance before special examination through additional classes and/or assignments etc, solely at the discretion and full satisfaction of the concerned subject teacher.

3.2 Concerned subject teacher shall maintain the attendance record and shall forward to the office of DSW latest by the evening of the last class held in that semester only such names where the attendance is less than 75%. DSW will publish the defaulter list within three days from the day of last class of each semester. A student with less than required attendance in a subject during the semester will not be allowed to sit for the end semester as well as
special examination for that subject and will be awarded F grade in that subject irrespective of his/her performance in the tests. However, students having 60% or more attendance in a subject may approach concerned subject teacher with intimation to the office of DSW for make up of attendance before special examination. The rest of the registered candidates, whose names do not appear in the defaulter list, are eligible for appearing at the end semester examination. No separate ADMIT CARD will be issued for such purpose. However, identity card has to be carried positively in the examination hall.

3.3 Examination Schedule will be prepared by Coordinator / Head of Faculty Department and submitted to Examination Section three weeks before the start of Examination. Examination Schedule for the subjects offered for more than one department should be endorsed by all the concerned HODs. Consolidated programme for all the students will be notified by the Examination Section one week before the commencement of Examination.

3.4 Absence from Examination
A student, who does not appear in the end-semester examination in one or more subjects without obtaining prior permission of the Director, shall normally be denied permission to appear in the special examination.

However the Director may, on his being satisfied that a student could not appear in an end-semester examination owing to some valid medical reasons or because of certain specific valid reasons, and on receiving specific recommendation from the Head concerned and the DSW for permitting the student to appear in the special examination, permit the student to appear in the special examination.

Any student who fails to appear in a special examination shall be declared failed in that examination.

4 Special Examination

4.1 A student who clears a semester examination will not be eligible for Special Examination.

4.2 A student who fails to appear at the semester examination on medical and other valid ground (to the satisfaction of Director) in one or more subjects with written permission from Director on or before the last day of semester examination, will be eligible for Special Examination on the subject or subjects.

4.3 A student who fails in subject(s) including carryover subject(s) will be eligible to take special examination for the failed subject(s) to clear the semester.

4.4 No special examination will be available for practical and sessional subjects. This may be only cleared by taking carryover facility in the next academic session.

4.5 A student who fails in aggregate i.e. secures less than required GPA for passing but passes all subjects individually, will be allowed to take Special Examination in minimum number of lower graded subject(s), so that by improving to next higher grade, he/she is able to secure required GPA for passing the semester subject to the condition that the earlier grade(s) will stand cancelled and only grade(s) obtained in the Special Examination will be taken into consideration for the purpose of semester result.

4.6 A student who fails in aggregate (i.e. the required GPA for passing a semester) as well as in individual subject(s) may be allowed to take Special Examination in failed and/or lower graded subject as per Clause 4.3 and 4.5 above.

However, if it is found that by getting a D grade in the failed subject(s), the student is able to secure required GPA, will not be allowed to take lower graded subject(s) for improvement in the special examination along with the failed subject(s).
4.7 A student who fails in an elective subject in the semester examination may similarly clear the same in the Special Examination. Change of elective subject is not allowed for the Special Examination.

4.8 An application in a prescribed format is required to be submitted to Examination Section through Coordinator / Head Faculty Department who will ensure eligibility and minimum number of subject(s) as per clause 4.5 and 4.6 above, along with the schedule of examination and examination fee as decided from time to time per subject opted for appearing in Special Examination two weeks before the start of Special Examination. No separate ADMIT CARD will be issued for appearing in the special examination. However, identity card has to be carried positively in the examination hall.

5 Conduct of Examination

5.1 Question Paper (setting and moderation)

5.1.1 The Question paper shall be set in the language of instruction and normally by the teacher concerned except where otherwise decided by the Board.

5.1.2 The paper-setter shall be guided as to the scope of the subject of examination by the syllabus prescribed. The paper shall be so set that a student, fairly well prepared in the subject, can reasonably be expected to answer it within the time allotted. The question in each subject shall be fairly distributed over the syllabus.

5.1.3 The Paper-setter shall, as far as practicable, avoid any marked change of standard from examination to examination unless this has been notified earlier. The Paper-setter shall however not be required to set the same type of questions as in earlier examination.

5.1.4 Every question paper shall be moderated by a Moderation Board duly constituted by the Chairman. If the moderation board is of the opinion that, in a question paper, questions covering more than 30% of the full marks need to be changed (not merely to be edited for grammatical correction) the moderation Board shall refer the case to the Chairman with full justifications for such changes. The Chairman, on being satisfied (fully or partly), with the justifications put forward, may exercise his discretion to change the question paper. Such a change will however be limited to the maximum extent of change in the question paper desired by the moderation board concerned.

If the moderation board is of the opinion that a question paper should not be accepted, the moderation board shall refer the case to the Chairman along with reasons warranting non-acceptance of the question paper. The Chairman, on being satisfied with the reasons put forward, may reject the question paper.

5.2 Evaluation

5.2.1 The answer-scripts of a subject shall be evaluated by an evaluator to be appointed by the Chairman. Provided that, normally, when the paper-setter concerned is a teacher of the School the Chairman shall appoint him/her as the evaluator. Provided further that the Chairman may, if he considers it necessary or expedient, appoint any other person to evaluate the answer scripts of a subject.

5.2.2 The evaluator so appointed shall evaluate the answer scripts and award marks for every question attempted in the answer script. After evaluation the evaluation shall total all the marks in an answer script. If the total so arrived is not a whole number it shall be rounded off to the next higher whole number.

5.3 In a practical examination, the laboratory notebook of the student shall also be taken into consideration. A notebook shall not be accepted if it is not signed at frequent and regular intervals by the teacher responsible for conducting the practical class.
5.4 For sessional subjects the teacher concerned shall award marks on Quizzes, Home Assignments, Seminar, Case Discussion, camps and excursion etc. compile the same and then send two copies of the compiled mark-sheet to the Registrar in a sealed cover.

5.5 Every examination shall be conducted in accordance with the administrative orders in force from time to time.

6 Award of Grades

6.1 The following grade conversion scale shall be applicable for awarding grades and making qualitative assessment.

<table>
<thead>
<tr>
<th>Marks %</th>
<th>Grade</th>
<th>Performance Level</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>91 - 100</td>
<td>A+</td>
<td>Outstanding</td>
<td>10</td>
</tr>
<tr>
<td>81 - 90</td>
<td>A</td>
<td>Excellent</td>
<td>9</td>
</tr>
<tr>
<td>71 - 80</td>
<td>B+</td>
<td>Very Good</td>
<td>8</td>
</tr>
<tr>
<td>61 - 70</td>
<td>B</td>
<td>Good</td>
<td>7</td>
</tr>
<tr>
<td>51 - 60</td>
<td>C+</td>
<td>Above Average</td>
<td>6</td>
</tr>
<tr>
<td>41 - 50</td>
<td>C</td>
<td>Average</td>
<td>5</td>
</tr>
<tr>
<td>35 - 40</td>
<td>D</td>
<td>Pass</td>
<td>4</td>
</tr>
<tr>
<td>Below 35</td>
<td>F</td>
<td>Fail</td>
<td>0</td>
</tr>
</tbody>
</table>

6.2 The credit for each subject will be calculated giving double weightage to lecture hours unless otherwise decided by the Academic Council (For example, if a subject has L-T-P of 3-1-0, credit hours of the subject would be 3x2+1x1+0x1=7. Similarly a Practical Subject having an L-T-P of 0-0-2 shall have a credit hour of 0x2+0x1+2x1=2).

6.3 Combined grade shall be awarded on the basis of performance in Sessional work, and end-Semester Examination. For a subject the weightage for Sessional: end-Semester Examination marks would be 40:60 for calculation of combined grade.

6.4 The following formula shall be used for calculating the Grade Point Average (GPA) for a semester.

\[
GPA = \frac{TCP}{TCH} = \frac{G_1C_1 + G_2C_2 + G_3C_3 + \ldots}{C_1 + C_2 + C_3 + \ldots}
\]

Where

- \(G_1, G_2\) etc stand for the Grade Point obtained in specified subjects.
- \(C_1, C_2\) etc. stand for Credit Hours of the respective subjects.
- TCP stands for Total Credit Points
- TCH stands for Total Credit Hours
- GPA stands for Grade Point Average and will be calculated up to 2nd place of decimal

6.5 The OGPA (Overall Grade Point Average) for the whole programme shall be calculated on the basis of the Total Credit Hours Allotted to each semester as indicated below:

\[
OGPA = \frac{TCP_1 + TCP_2 + TCP_3 + TCP_4}{TCH_1 + TCH_2 + TCH_3 + TCH_4}
\]

Where, \(TCP_1, TCP_2\) etc. stand for Total Credit Points for respective semesters and \(TCH_1, TCH_2\), etc stand for Total Credit Hours for those semesters.

Along with the GPA, the OGPA will also be shown in the Grade Card of the final semester of the programme.
7 Tabulation of Grades and Preparation of Result Sheet

7.1 The mark sheet in each subject shall be prepared in duplicate by the evaluator concerned. Wherever possible the examiner shall also convert the marks to equivalent grade in accordance with the grade conversion scale given in sub-rule 6.1.

7.2 Tabulation of Grades and Preparation of Result Sheet shall be done by the Tabulators duly appointed by the Chairman. The tabulators shall carry out the work in accordance with the provisions laid down in Rule 6. A specific form of tabulation sheet shall be used for each programme.

7.3 Appropriate grade cards shall be prepared for communicating the results of the examination to the students.

7.4 If a student passes an examination in special examinations, it would be indicated in grade card.

8 Requirements for Passing

8.1 In order to be eligible for an M.Tech degree of the School a student must clear, in all respects, all the four semesters of the M.Tech Programme concerned.

In order to clear a semester a student must secure at least a G.P.A. of 5.00 on a 10-point scale and pass in all the subjects for which he/she has registered in the semester.

To pass a subject a student must:

(a) pass in the sessional component of the subject (i.e. secure at least 14 marks out of 40 marks); and,

(b) pass in the subject in the end-semester (or special) examination (by securing at least 35 marks out of 100 marks or 21 marks out of 60 marks as the case may be); and,

(c) secure (combining the sessional and end-semester marks giving 40% weightage to sessional marks and 60% weightage to the end-semester/special examination marks) at least 35 marks out of 100 marks.

To pass a sessional subject or a practical subject a student will have to obtain at least 35 marks out of 100 marks.

8.2 AWARD OF CLASS

An OGPA of 5 and above but below 7 shall be equivalent to pass in 2nd class
An OGPA of 7 and above but below 9 shall be equivalent to pass in 1st class
An OGPA of 9 and above shall be equivalent to pass in First Class with Distinction
OGPA multiplied by 10 will be considered equivalent to the percentage of marks scored

9 Moderation or Results

9.1 The tabulation sheet prepared as per provisions of the Rule 7 shall be placed for consideration before a Board of Moderation duly constituted by the Chairman.

9.2 The Board of Moderation may moderate the result of a student:

(1) who misses a higher class by virtue of having obtained one grade lower in any one subject of the final semester examination by five marks or less; or

(2) who fails in one paper only, but needs not more than five percent of the total marks in that paper to obtain grade 'D' 

9.3 For the purpose aforesaid, the Board of Moderation shall re-evaluate the answer books on the method of marking already adopted and without any alteration of the standard. If the Board is satisfied that it is a fit case of moderation, the Chairman of the Board, shall add minimum marks in the tabulated results and affix his signature at every modification.
10 Declaration and Rectification of Results

10.1 The results tabulated and moderated as above shall be put up before the Chairman, on whose approval the results may be published.

10.2 The Examination Board shall have the power to quash or rectify the result of a student (even after it has been published) if
(a) It is found that he/she was ineligible to appear at the examination: or
(b) He/she used unfair means in the examination or was found guilty of misconduct; or
(c) A mistake is found in his/her result.

10.3 A student shall be entitled to have his/her answer books re-checked on payment of prescribed fee for each paper subject to the following conditions:
(1) The application for rechecking is received by the Registrar within 10 day of the date of publication of result or within 5 days of the start of the new semester for the student, whichever is later.
(2) The Moderation Board shall do the rechecking, only to ascertain whether the marks awarded to various answers have been correctly added and whether the examiner has evaluated answers to all the questions written by the examiner. If any mistake is discovered as a result of re-checking as above, the tabulators shall rectify the result. In such a case the fee for re checking paid by the student shall be refunded to him/her.

11 Failure and Deletion from School Roll

11.1 The name of the student, who is not eligible to appear, or who has been debarred from appearing, at the end-semester examination, shall be struck off from the School roll.

11.2 The name of the student, who after end semester and special examination, fails more than two subjects (maximum limit to carryover) in I or II semester, shall be struck off from the School roll.

11.3 The name of the student, who fails to clear the carryover subjects of I and II semester in III and IV semester respectively, shall be struck off from the School roll.

11.4 If a student permitted to appear in the special examination for carryover subjects but does not appear the same, the student shall be declared failed in the semester and his/her name shall be struck off from the School roll.

11.5 A student, who fails to clear the semester in the end-semester examination and is debarred from appearing in the special examination, shall be declared failed in the semester and his/her name shall be struck off from the School roll.

11.6 A student, who fails to clear all the requirements of third semester in one chance, shall be declared failed in the semester and his/her name shall be struck off from the School roll.

12 Dissertation

12.1 In addition to the Sessional and Practical work as required in the syllabi and course curricula, every student shall, in his/her third and fourth semester, carry out dissertation work under the overall supervision of a supervisor or two supervisors. Normally only a teacher of the Department/ Centre concerned shall be allowed to supervise a dissertation work. When the topic of a dissertation so warrants at the most two teachers of the Department/ Centre concerned may be allowed to supervise a dissertation work. Considering the interdisciplinary nature of the work involved, a teacher from the sister department may be allowed to be associated as a co-supervisor. No person, other than a teacher of the School, shall be permitted to supervise an M.Tech dissertation work. Under no circumstances there shall be more than two supervisors (including co-supervisor) for a dissertation work.
12.2 Every M.Tech student shall, before the end of second semester, apply to the Co-ordinator concerned for allotment of suitable topic for carrying out dissertation work during the third and fourth semester. Every such application shall contain, among other things:

(a) A synopsis of the problem (in about 300 words) on which he/she proposes to work along with the proposed plan of work and the title of the proposed dissertation.
(b) The name(s) and designation(s) of the proposed supervisor(s).
(c) An affirmation of consent by the proposed supervisor(s).

12.3 The Co-ordinators shall, in consultation with the Head concerned, finalise the topic for dissertation work along with the name(s) of the supervisor(s). For this purpose the Co-ordinator shall take into account the relevance of the topic on which the candidate proposes to work. However, the Co-ordinator may, if he considers it necessary or expedient, ask a student to carry out dissertation work on a topic other than the topic proposed by the student and/or under a supervisor other than the one under whom the student proposed to carry out his/ her dissertation work. Under every such situation the student shall submit a fresh application under rule 12.2 incorporating necessary changes as desired.

The Co-ordinator shall prepare a list comprising the names of the students, topic allotted to each of them along with the name of the supervisor(s). The list duly approved by the Head concerned shall be sent to the Examination Section before the commencement of the third semester.

12.4 The dissertation shall:

(a) be composed on the problem stated in the student's application made under Rule 12.2;
(b) embody the result of studies carried out by him/her;
(c) show evidence of the student's capacity for critical examination and judgement; and,
(d) be satisfactory in presentation so far as language, style and form are concerned.

Every such dissertation shall include a suitable abstract of the work presented.

12.5 The student shall indicate clearly and extensively in the preface to his/her dissertation and specially in notes:

(a) the source from which referred information is taken;
(b) the extent to which he/she has availed himself/ herself of the work of others and the portion of the dissertation he/she claims to be his/ her original; and
(c) whether his/ her dissertation work has been conducted independently or in collaboration with others.

12.6 No student shall be allowed to submit his/her interim dissertation (at the end of the third semester) or the dissertation (at the end of the fourth semester) or to deliver the seminar on dissertation/ interim dissertation or to appear at the viva-voce examination on dissertation/ interim dissertation at the end of the third or fourth semester, as the case may be, unless he/ she was present and actually carried out dissertation related work on 75% of the working days during the semester concerned. A certificate to this effect, issued by the Supervisor(s) concerned and duly endorsed by the Co-ordinator concerned, shall be considered necessary and sufficient for this purpose. However, a student who, owing to medical or other valid grounds (as admissible by the Director), fails to secure the required 75% attendance but carries out dissertation related work by being present on not less than 60% of the working days in a semester, may be permitted by the Director, in his own discretion, to submit his/her dissertation/ interim dissertation and/or to deliver the seminar on dissertation/ interim dissertation and/ or to appear at the viva-voce examination. In all such cases, the Director shall exercise his discretion in consultation with the DSW and the Co-ordinator/ Head concerned.
12.7 Every student who, with prior permission from the Co-ordinator concerned, spends a specified period of time in an industry/organisation/institute during third and/or fourth semester for reasons of work related to his/her dissertation, shall be required to produce an attendance certificate from an appropriate officer of the industry/organisation/institute concerned, in respect of the days on which the student was actually present in the industry/organisation/institute concerned and carried out work related to his/her dissertation. The number of days so mentioned in the certificate shall be reckoned for the purpose of deciding a student's eligibility to submit his/her dissertation/interim dissertation as the case may be and/or to deliver the seminar on dissertation/interim dissertation and/or to appear at the viva-voce examination under rule 12.6.

For the purpose of this rule the co-ordinator concerned shall not permit a student to spend any period of time in an industry/organisation/institute for reasons of work related to his/her dissertation unless the supervisor(s) concerned specifically recommends him to do so. While granting permission under this Rule the Co-ordinator shall ensure that the student concerned completes other requirements for the semester as stipulated in the curricula and syllabi. No student shall be entitled to any relaxation of the requirements of the course curriculum and syllabus on the ground that he/she was absent from the School for the purpose of carrying out dissertation related work.

13 Submission and Evaluation of Interim Dissertation

13.1 Every third semester student shall submit, at the end of the semester, on a date not later than the last date specified for the purpose in the academic calendar, three typed (or printed) copies of his/her interim dissertation to the co-ordinator concerned. The interim dissertation shall:

(a) be composed on the problem stated in the student's application made under Rule 12.2;
(b) embody the result of studies carried out so far by him/her;
(c) be satisfactory in presentation so far as language, style and form are concerned; and
(d) be accompanied by a certificate from the supervisor to the effect that the dissertation is a record of work done by the student himself/herself.

13.2 Seminar and Viva-voce

At the end of the third semester every registered and eligible student shall deliver a seminar and appear at the viva-voce examination to be held by a committee of examiners. The Co-ordinator shall, in consultation with the Head concerned, notify the date of the seminar and viva-voce. The performance of the student in the seminar shall be evaluated and the viva-voce shall be conducted by a committee of examiners comprising the following:

i. Head Concerned Chairman
ii. One member of faculty from a Sister Department/ Centre (to be nominated by the Director) Member
iii. An internal examiner Member
iv. Co-ordinator of the M.Tech Programme Convenor

The supervisor under whose guidance the student worked for his/her dissertation shall normally be the internal examiner. Under exceptional cases, the Director may appoint a different internal examiner.

Presence of three members of the committee shall be necessary for conducting the seminar and viva-voce.

The viva-voce shall be with reference to the dissertation work and related topic only and shall be conducted in public where persons not belonging to the Committee of examiners can be present as silent observers.
The Committee shall evaluate and award separate marks for the seminar and for the Viva-voce. The marks so awarded shall be sent in a sealed envelope to the Assistant Registrar (Examination).

13.3 **Examination of the Interim Dissertation**

The interim dissertation shall be examined by an examiner to be appointed by the Chairman from amongst the faculty of the School. The examiner shall ordinarily be the teacher under whose supervision the student carried out his/ her dissertation work.

13.4 The examiner shall evaluate the interim dissertation independently and shall award marks on the interim dissertation and send it to the Assistant Registrar (Examination) under sealed cover.

13.5 On the basis of marks awarded under sub-rule 13.2 for seminar and viva-voce (on interim dissertation), under sub-rule 13.4 for interim dissertation and under sub-rule 5.2, 5.3 and 5.4 for other subjects, the results of third semester shall be tabulated as per provisions of rule 7 and GPA shall be calculated after assigning grades under the provisions of Rule 6.

Result so tabulated shall be processed under Rule 9 for moderation, and under Rule 10 for declaration and rectification of results.

14 **Submission of Dissertation**

14.1 Every student shall, on completion of his/ her dissertation work, submit to the Examination Section (through the Co-ordinator concerned) three typed (or printed) bound copies of his/ her dissertation embodying the results of his/ her dissertation work along with three copies of abstract of about 500 words with an application (in prescribed form) for examination.

The dissertation can be submitted on any working day after the expiry of 16 weeks from the commencement of the fourth semester but not later than the date specified for the purpose in the academic calendar.

Provided that, in exceptional cases, the Chairman may permit a student (on the recommendation of Head/ Co-ordinator concerned) to submit his/ her dissertation within the following semester for which tuition fee/ hostel and other fees (as may be applicable) shall be charged.

14.2 No such dissertation shall be processed for examination unless it is accompanied by (a) the prescribed fee and (b) a certificate from the supervisor to the effect that the dissertation is a record of work done by the student himself/ herself.

15 **Evaluation of Dissertation**

15.1 Seminar and Viva-voce

At the end of the fourth semester every registered and eligible student shall be required to deliver a seminar and appear at the viva-voce examination to be held by a committee of examiners. The Co-ordinator shall, in consultation with the Head concerned, notify the date of the seminar and viva-voce. The performance of the student in the seminar shall be evaluated and the viva-voce shall be conducted by a committee of examiners comprising the following:

i. Head Concerned Chairman
ii. One member of faculty from a Sister Department/ Centre (to be nominated by the Director) Member
iii. An internal examiner Member
iv. Co-ordinator of the M.Tech Programme Convenor

The supervisor under whose guidance the student worked for his/her dissertation shall normally be the internal examiner. Under exceptional cases, the Chairman may appoint a different internal examiner.
The Chairman may, in his own discretion, appoint an external examiner to be the fifth member of the committee as above.

Presence of three members of the committee shall be necessary for conducting the seminar and viva-voce.

The viva-voce shall be with reference to the dissertation work and related topic only and shall be conducted in public where persons not belonging to the Committee of examiners can be present as silent observers.

The Committee shall evaluate and award separate marks for the seminar and for the Viva-voce. The marks so awarded shall be sent in a sealed envelope to the Assistant Registrar (Examination).

15.2 **Examination of the Dissertation**

Two examiners, one internal and one external, shall examine the dissertation. The examiners shall be appointed by the Chairman on recommendation of the Co-Ordinator concerned. The internal examiner shall ordinarily be the teacher under whose supervision the student carried out his/her project work. The Chairman may, in his own discretion, appoint an external examiner to examine all the dissertations of a particular M.Tech programme submitted in a session. To expedite timely publication of results one or more external examiners may be invited to ISM for evaluation of thesis/theses of a particular M.Tech programme, The external examiner(s) shall carry out the evaluation of thesis/theses in the School premises and shall submit the thesis/theses evaluation mark(s) in a sealed cover to Examination Section/Registrar directly before leaving ISM.

> Provided that the Chairman may, on specific recommendation from the co-ordinator concerned, and on being satisfied that in is in the interest of timely completion of the programme to do so, appoint a faculty member of a sister department as the external examiner to examine one or more dissertation of a particular M.Tech programme submitted during a session.

15.3 Each examiner shall evaluate the dissertation separately and independently. Each examiner shall award marks on the dissertation and send it to the Registrar under sealed cover. The student shall be required to give a seminar on dissertation and to appear at a Viva-Voce, conducted normally by the appointed committee of examiners. Separate marks (out of 100) for seminar and Viva–Voce will be awarded by the appointed committee of examiners.

15.4 On the basis of marks awarded under sub-rule 15.1 for seminar and viva-voce (on dissertation), under sub-rule 15.2 and 15.3 for dissertation, and under sub-rule 5.2, 5.3 and 5.4 for other subjects, the results of fourth semester shall be tabulated as per provisions of rule 7, and GPA and OGPA shall be calculated after assigning grades under the provisions of Rule 6.

For calculation of OGPA, performances in all the four semesters shall be taken into account.

Result so tabulated shall processed under Rule 9 for moderation and under Rule 10 for declaration and rectification of results.

16 **Re-Examination of Dissertation**

If a student fails in the 'Seminar and viva-voce on dissertation' or in dissertation in the fourth semester, he/she may be allowed to resubmit the dissertation and appear at the viva-voce/ seminar within a period of six months from the date of declaration of the result of the fourth semester. Evaluation shall be done in the same manner as specified in rule 14 and 15. If he/she again fails to clear the semester, his/her name shall be struck off the School rolls.
17 **Punishment for Adoption of Unfair Means in Examination**

Whenever a case of adoption of unfair means in an examination is brought to the notice of the Chairman by an Invigilator (through the Centre Superintendent) or by a Centre Superintendent, the Chairman shall take cognisance of the matter. The Chairman shall on every such event enquire into the matter either by himself or by appointing a committee of one or more persons.

All incidences of unfair means must be reported in writing with relevant documents, wherever possible, by the Invigilator through the Centre Superintendent to the Chairman for further action under the following broad guidelines:

<table>
<thead>
<tr>
<th>Nature of unfair means adopted</th>
<th>Punishment to be awarded</th>
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<tbody>
<tr>
<td>A.(a). When undesirable material has been found in the possession of the examinee which are unrelated to the question paper or are related but not copied and the student hands over the materials when challenged and accepts the fault in writing, if directed to do so. (b). When a student tries to copy from other students’ answer books, talk to other students, try to exchange answer books/ question papers/ calculators, try to pass on information in any form and accept the fault in writing, when challenged.</td>
<td>A. Examination in that subject shall be cancelled. In the event of the unfair-means being adopted in an end-semester examination the student(s) may be allowed to clear the subject by appearing in the special examination. In the event of the unfair-means being adopted in a special examination the student shall be declared failed in the examination. This will attract provisions of Rule 11.</td>
</tr>
<tr>
<td>B (a). When undesirable material has been found in the possession of an examinee or when the examinee refused to be searched, if so desired by the Center Superintendent/ Invigilator. (b). When a student tried to copy from other students’ answer books, talk to other students, try to exchange answer books/ question papers/ calculators, or try to pass on information in any form and do not accept the fault when challenged and/ or enter into arguments with the Invigilator(s).</td>
<td>B. Examination in the subject as also in all other subjects of the semester shall be cancelled and the student shall be declared failed in the said examination. In the event of the unfair-means being adopted in an end-semester examination the student may be allowed to clear the semester by appearing at special examination in all the subjects. However, in the event of the unfair-means being adopted in special examination this will attract provisions of Rule 11.</td>
</tr>
<tr>
<td>C. (a). When undesirable material has been found in the possession of an examinee who was found guilty of using unfair means on an earlier occasion; or, (b). when undesirable material has been found in the possession of an examinee, the examinee having been caught for use of unfair means on earlier occasion of the same end-semester/ special examination; or, (c) when the undesirable material comprises answer book/ additional answer sheet stolen earlier and/ or when the examinee tries to destroy the material, and/ or when the examinee tries to tear the answer book, and/or instigate/disturb others in the examination hall to support his cause.</td>
<td>C. Examination in all papers of the Semester shall be cancelled and the student shall be declared failed in the examination. In the event of the unfair-means being adopted in an end-semester examination the student shall not be allowed to appear in the Special examination. This will attract provisions of Rule 11.</td>
</tr>
<tr>
<td>D. Where use of unfair-means has been attempted or where undesirable material has been found in the possession of the examinee, and the examinee has misbehaved with the</td>
<td>D. Examination in all papers of the semester shall be cancelled and the student shall be expelled from the School.</td>
</tr>
</tbody>
</table>
Notwithstanding anything contained in the broad guidelines as above the Board may, at its own
discretion, award more severe punishment with or without imposition of a fine. When a fine is
contemplated to be imposed, the Board shall decide the amount of the fine on a case to case
basis.

18 Dispute Resolution

18.1 Whenever a dispute arises regarding interpretation of one or more provisions of these
Rules the matter shall be referred to the Board and the interpretation given by the
Board shall be considered correct and final.

18.2 For any matter pertaining to these Rules if the Board is of the opinion that there is
inadequate coverage in these Rules, the Board shall have the power to take all such
measures as it deems necessary or expedient for the purpose of maintaining and/ or
improving the standard and quality of the M.Tech programmes run by the School. The
Board also may, in the exercise of its powers and functions under these Rules, issue
directions to any student, teacher or officer and such student, teacher or officer shall
be bound to comply with such directions.

19 Repeal and Savings

'The Rules and Regulations for Semester Based M.Tech Programmes' in vogue till
date, is hereby repealed.

Notwithstanding the repeal any student who has taken admission to an M.Tech
programme in or before the 2002-03 session, and whose is still a student pursuing an
MTech programme of the School, shall continue to be governed by 'The Rules and
Regulations for Semester Based M.Tech Programmes'.

Notwithstanding the repeal, anything done or any action taken, including any order
made, direction given or notice issued under the 'Rules and Regulations for Semester
Based M.Tech Programmes' shall in so far as it is not inconsistent with the provisions
of these Rules, be deemed to have been done, taken, made, given or issued, as the
case may be, within the corresponding provisions of these Rules.