

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

Minutes of First Meeting of the Senate held on 09.02. 2013

The 1st meeting of the Senate of NIT Meghalaya was held on 9th February, 2013 at 11.00 a.m. in the seminar hall of the Institute at Bijni Complex, Shillong and the following members were present:

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| 1. Professor D. K. Saikia, Director, NIT Meghalaya | - Chairman |
| 2. Professor B. P. Sinha, ACM Unit, ISI Kolkata | - Member |
| 3. Professor D. Chakraborty, Dean (R&D), IIT Guwahati | - Member |
| 4. Professor S. M. Hazarika, CSE, Tezpur University | - Member |
| 5. Dr. G. Panda, Head, EEE, NIT Meghalaya | - Spl. Invitee |
| 6. Dr. A. Dandapat, Head, ECE, NIT Meghalaya | - Spl. Invitee |
| 7. Dr. A. Chakraborty, Head, CSE, NIT Meghalaya | - Spl. Invitee |
| 8. Dr. S. Maity, Asst. Professor, Mechanical | - Spl. Invitee |
| 9. Dr. P. S. Mangang, Asst. Professor, English | - Spl. Invitee |
| 10. Dr. C. Marthong, Asst. Professor, Civil | - Spl. Invitee |
| 11. Dr. P. N. Chatterjee, Asst. Professor, Chemistry | - Spl. Invitee |
| 12. Mr. T. Subedi, Asst. Professor, Mathematics | - Spl. Invitee |
| 13. Mr. A. Datta, Asst. Professor, EEE | - Spl. Invitee |
| 14. Mr. B. Haldar, Asst. Professor, EEE | - Spl. Invitee |
| 15. Mr. P. Saha, Asst. Professor, ECE | - Spl. Invitee |
| 16. Mr. D. Das, Asst. Professor, CSE | - Spl. Invitee |
| 17. Ms. S. Tockchom, Asst. Professor, CSE | - Spl. Invitee |
| 18. Mr. N. Medhi, Asst. Professor, CSE | - Spl. Invitee |
| 19. Mr. D. Kumar, Asst. Professor, CSE | - Spl. Invitee |
| 20. Mr. Vinay Kumar, Asst. Professor, ECE | - Spl. Invitee |
| 21. Ms. Pushpa Devi, Asst. Professor, ECE | - Spl. Invitee |
| 22. Ms. G. Kapur, Asst. Professor, CSE | - Spl. Invitee |
| 23. Mr. A. Dev Sarma, Asst. Professor, Management | - Spl. Invitee |
| 24. Mr. S. Affijulla, Asst. Professor, EEE | - Spl. Invitee |
| 25. Mr. Rakesh Roy, Asst. Professor, EEE | - Spl. Invitee |
| 26. Mr. D. J. Goswami, Registrar i/c | - Secretary |

The other members of the committee, Professor S. S. Khare, Professor H. Giri and Professor S. Choudhury could not attend the meeting due to personal reasons.

At the outset the Chairman welcomed the members to the 1st meeting of the Senate and introduced them to the faculty members present and vice versa. The agenda of the meeting was then taken up.

Item No. 1 Present Status of NIT Meghalaya:

The Director of the Institute informed the members about the activities of the Institute from its inception to date. The members were also briefed about the Classroom facilities, Laboratories, Hostel accommodation and the faculty technical staff position in the Institute.

The Senate noted the developments as reported.

Item No. 2 Report on admissions to the B. Tech programme in the Academic Year 2012-13:

The category-wise break-up of students admitted to the B. Tech programme for the year 2012-13 which is as follows was reported:

	Gen	OPPH	SC	ST	OBC	OBCPH	Total
Seats Available	44	02	13	07	23	01	90
Seats Filled-up	40	01	13	05	17	01	76

The matter was noted by the Senate as reported.

Item No. 3 Ratification of decisions made by Director

a. Minor modification in the evaluation and grading scheme:

The Senate was informed that the Director has made modifications in the continuous evaluation and grading process being followed (as per regulations of the Mentor Institute, SVNIT, Surat) through a notification as follows:

1. The mid-term test be replaced with three class tests. Two best performances shall be taken for the grading.
2. A single grade shall be assigned for a course. Separate grades shall not be assigned for the theory and practical components of a course.

R1/SENATE/1/13: *The Senate resolved to ratify the decisions of the Director on modifications in the evaluation process.*

b. Fees Structure for the B. Tech Programme:

The Senate was informed the Fee Structure that has been adopted for the B. Tech programme.

R2/SENATE/1/13: *The Senate resolved to ratify the decision on the fee structure adopted for the B. Tech programme.*

Item No. 4 Approval of Regulations for Academic Programmes

A new set of regulations for academic programmes including those for Post Graduate programmes to be started was placed before the Senate for approval and to be effective from the 2012-13 batch of students.

The Senate discussed the draft in details and resolved to approve it with the following modifications:

1. Define the term *Level* of a Course in the Definition section.
2. In clause C.2 is to be modified for a *Syllabus* to include specification of the Pre-requisite courses, list of text and reference books and the Lecture-Tutorial-Practical (L-T-P) structure.
3. In the clause for Period of candidature (C.4) M.S. is to be deleted and Ph. D. is to be added to the list of programmes.
4. The minimum aggregate percentage for admission to the programmes should be made 60% in clause D.1 and there shall be a relaxation of 5% for SC/ST category candidates. Ph. D. programmes is also to be added to the list.
5. In the clause D.5.1 for Transfer of Credits is also to be allowed from *Any other Institution having an MOU with NIT Meghalya*.
6. In clause E.1 add a sentence stating that to Evaluation Plan of each of the courses offered by a department shall also be notified by the Head of the Department within the 1st month of every semester.
7. In clause E.2.iii, the marks for attendance, if allotted, shall be assigned for attendance in excess of the minimum required 75%.
8. In the clause for *Programme Restart* (D.19), the students are to be given the credit for the courses already cleared securing a grade higher than *DD*.
9. In clause D.20, a student shall leave the programme, without completing, *under any of the stated conditions*.
10. The first condition of unsuccessful exit in clause D.20 shall be- a student failing to earn at least 75% of the registered credits in the first two semesters even after a restart.
- 11.

R3/SENATE/1/13: *The Senate resolved to approve the Regulations for Academic Programmes (Annexure-I) with the above modifications to be effective for the batches starting from academic year 2012-13.*

Item No. 5 Starting of Ph. D. Programme and Approval of Regulations

Considering that there are faculty members in the Institute who are capable of guiding Ph. D. Research and some of whom have already been guiding Ph. D. Scholars in their earlier

institutions it was proposed to start Ph. D. programme in the Institute. A draft regulation for the Ph. D. Programme was also placed for consideration of the Senate.

The Senate agreed on the desirability of starting Ph. D. programme in the Institute from the session 2013-14. It also discussed the draft of the proposed regulations for the Ph. D. programme and resolved to approve it with the following modifications-

1. Dean (R&D) should be replaced with Dean (Academic) as the authority responsible for the Ph. D. programme.
2. In clause 2.2, while deciding on the number/capacity for taking research scholars for a faculty member his/ her administrative load must also be considered.
3. In clause 3.3.1, along with the application form, the candidate shall also to be asked to submit a Statement of Purpose (SoP) indicating the area and type of research work he/ she proposes to carry out. This is to help the DRC to prescribe his/ her course work.
4. The clause 5.1 is to be rephrased so as to allow exemption of course work to any candidate who has M. Tech/ M. Phil degree in the relevant field and has done course work required for the proposed work.
5. In clause 8.1 on Period of Candidature, the minimum period for full-time candidates with full waiver of course work shall be four semesters.
6. In the clause 12.3, the last two words “for re-examination” in the recommendation (c) should be deleted.
7. The clause 14.1 is to be deleted.

Further, it was agreed that the design and contents of the forms can be altered, without coming back to the Senate as long as they comply with the clauses in the regulations.

R4/SENATE/1/13: *The Senate resolved to approve the starting of Ph. D. programme from academic year 2012-13 in disciplines with qualified faculty/ recognized supervisors and also to approve the Regulations (Annexure-II) with the above modifications.*

Item No. 6 Approval of Code of Students Discipline

As it is necessary to lay down appropriate rules and regulations to enforce discipline in the Campus that will be binding on all the students studying in the Institute, a draft code of students discipline was placed before the Senate for its consideration and approval.

The Senate discussed the proposed code of students discipline and resolved to approve it without any modification.

R5/SENATE/1/13: *The Senate resolved to approve the proposed code of students discipline (Anexure-III).*

Item No. 7 Approval for starting of B. Tech programme in Civil Engineering and Mechanical Engineering.

Civil Engineering and Mechanical Engineering are two of the branches which are most relevant for the state of Meghalaya. As per the DPR of the Institute too the Institute is expected to start B. Tech programme in these two disciplines. A proposal was therefore placed before the Senate for starting of the programme in Civil Engineering and in Mechanical Engineering from the 2013-14 session with intake of 30 each.

After ensuring that it will be possible to make the necessary infrastructure available for these two disciplines the Senate welcomed the proposal.

R6/SENATE/1/13: *The Senate resolved to approve the proposal for starting of the B. Tech programme in Civil Engineering and in Mechanical Engineering from the session 2013-14.*

Item No. 8 Approval of Guidelines for Operation of Sponsored Research/ Consultancy Projects

The faculty members of the Institute are expected to engage in research and consultancy projects sponsored by various agencies. It is necessary to have well defined guidelines for operation of these projects. A draft guideline for the purpose was therefore placed before the Senate for its approval.

The discussed the proposed draft and suggested the following modifications:

1. In clause 2.1 on maintenance of separate project fund, the phrase “or as per guidelines of the funding agency” is to be added.
2. In clause 5.1 on House Rent Allowance, a condition “if provided in the project” is to be added.
3. Health insurance schemes may be made available to the project staff as for the students.

R7/SENATE/1/13: *The Senate resolved to recommend the Guidelines for operation of Sponsored Research and Consultancy Projects (Annexure-IV) with the above modifications to the Board of Governors for its approval.*

Item No. 9 Reporting of Autumn Semester Results

The Senate noted the Autumn 2012 results of the B. Tech programmes, including those conducted at the Mentor Institute, SVNIT, Surat.

Item No. 10 Approval of Curriculum Structure for B. Tech Programme

The B. Tech. programme of the Institute has been following the curricula made by the Senate of the Mentor Institute, SVNIT, Surat. It is now proposed have new curricula for the B. Tech programme in the various disciplines as per the needs of Institute. The detailed curricula shall be tabled in the next meeting of the Senate. However, it will be useful for the departments to have the basic structure of the curriculum available so the detailed curriculum for the individual disciplines can be prepared. A draft curriculum structure for the B. Tech programme, with the following notable features, was therefore placed before the Senate for its approval:

- The total minimum total credit requirement of 170 for an average of 21 credits per semester.
- Due weight to science component by keeping the minimum credit requirement for science courses as 31 which constitute about 18% of the total credits.
- Provision for minimum one elective course in science.
- Minimum credit requirement for Humanities & Social Sciences courses is 14. There is also provision for minimum one elective course in HSS.
- Minimum of 20 credits for Open Elective courses, in addition to 6 credits for Science and HSS electives, to allow for breadth of knowledge and to help developing inter-disciplinary interests.

The Senate deliberated on the proposed curriculum structure in depth and suggested the following modifications:

1. Summer Internship should be made a compulsory non-credit course.
2. NCC/ NSS/ NSO should also be made compulsory
3. The credit for the Minor Project should be increased to 4.

R8/SENATE/1/13: *The Senate resolved to approve the proposed Curriculum Structure for the B. Tech programme (Annexure-V) with the above modifications.*

Item No. 11 Nomination of Faculty Members to the Board of Governors.

As per the NIT Act, the Senate is required to nominate one Professor and one Associate Professor or Assistant Professor of the Institute as members to the Board of Governors of the Institute. As most of the new NITs do not have professors and some do not have any regular faculty, the Ministry through a notification (F.No.25-2/2012-TS.III dated 4th September, 2012) made provision to allow nomination of faculty members from neighbouring Centrally Funded Technical Institutions to the Board under this constituency. Due to urgency of the need and the absence of the Senate the Board

of Governors nominated Professor P. K. Bora of IIT Guwahati and Sri Asim Datta, Assistant Professor in the Electrical & Electronics Department as its members as a temporary measure. The matter was placed before the Senate for deliberation.

The Senate after due deliberations resolved to nominate Professor P. K. Bora of IIT Guwahati and Sri Asim Datta, Assistant Professor in Electrical & Electronics Engineering to the Board of Governors of the Institute.

R9/SENATE/1/13: *The Senate resolved to nominate Professor P. K. Bora of IIT Guwahati and Sri Asim Datta, Assistant Professor in Electrical & Electronics Engineering to the Board of Governors of the Institute.*

Item No. 12: Addition to List of Elective

At the recommendation of the Department of Electrical & Electronics Engineering the Director has allowed inclusion of a new elective course- *Power System Analysis* in the list of 6th semester electives, EIS-II.

R10/SENATE/1/13: *The Senate resolved to ratify the decision of the Director to allow inclusion of a new elective course- Power System Analysis in the list of 6th semester electives, EIS-II*

Item No. 13: Reservation in Admissions for 50% Seats under the State Quota

Currently the central reservation structure is followed for the admission in the Institute, for both 50% All India seats and the 50% State seats. Accordingly, 27% of seats are reserved for OBC, 15% for SC and 7.5% for ST. The Central Educational Institutions (Reservations in Admissions), 2006 however states that this reservation structure is not applicable to states under the sixth schedule of the constitution like Meghalaya. Provision has therefore been made in the Central Educational Institutions (Reservations in Admissions), Amendment Bill, 2010, for the central educational institutions in the sixth scheduled states to admit students to the 50% state seats as per the state reservation policy. The state govt. has accordingly sent a request to implement the reservation of for the state seats as follows:

- 80% for ST (Khasi, Jaintia, Garo)
- 5% for SC and other tribes
- 15% for General

However, in the above, the reservations exceed the 50% cap on reservation imposed by the Supreme Court. The Institute has therefore forwarded the request of the state govt. to MHRD for advice.

The Senate noted the action taken.

Item No. 14: Format for Grade Card:

The Format for a semester Grade card was placed before the Senate for its approval.

R11/SENATE/1/13: *The Senate resolved to approve the format for the semester grade card with minor alteration.*

Annexure-I**NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA
REGULATIONS FOR ACADEMIC PROGRAMMES****A. GENERAL**

1. **Title:** This document shall be called the “NIT Meghalaya Regulations for Academic Programmes”, hereinafter referred to as Regulations. It embodies regulations relating to the various academic programmes offered in NIT Meghalaya.
2. **Date of enforcement:** These Regulations shall come into force with effect from the academic session 2013-2014.
3. **Extent of application:** These Regulations shall apply to students seeking admission and admitted to the postgraduate degree/ diploma/ certificate programmes in the Institute.
4. **Interpretation:** Subject to such advice as may be given by the Board of Governors or the Senate, the decision of the Director shall be final and no suit, application, petition, revision or appeal shall lie in any authority outside the Institute in respect of interpretation of these Regulations and any other matter not covered within these Regulations.
5. **Regulation for extra-ordinary situation:** Any matter which is not covered by the provisions of the clauses of the Regulations or is beyond the purview of these Regulations, may be considered by the Senate depending on the merit of the cases and for any case which may be referred to the Senate by the Deans/ Registrar.
6. **Last date:** Normally the last date for any purpose shall be the date as declared to be so. However, in the event of the declared last date turning out to be a non-working day for any unforeseen reason, the immediate next working day shall be treated as the last date.

B. DEFINITIONS

1. **Academic Year:** The Academic Year of the Institute shall ordinarily be from July to June. It shall consist of two semesters. There may also be a Summer Term during the Summer Break. It may, however, be modified by the Senate if need be.
2. **Semester:** A semester shall be of minimum 65 instructional days excluding the days required for holding examinations. The first semester of an academic year shall ordinarily extend from the month of August to December (Autumn Semester) and

the second semester shall extend from the month of January to May (Spring Semester) each year.

3. **Summer Term:** The Summer Term shall consist two months of June and July.
4. **Academic Calendar:** The Academic Calendar specifying the schedule of academic activities such as enrollment, course registration, commencement of instructions, examinations, etc. and indicating the duration of semester shall be prepared and notified by the Dean of Academic Affairs with the approval of the Director for each academic year, preferably one month ahead of the beginning of each academic year. The Academic Calendar shall also include co-curricular and extra-curricular activities of the students such as the sports meet, cultural meet etc. Students' holidays also shall be indicated in the Academic Calendar.
5. **Semester Break:** There shall be a break at the end of each semester as specified in the Academic Calendar.
6. **Course:** A course is a unit of instructions or segment of a subject area under any discipline. Each programme shall comprise of a set of courses.

Each course shall have a *Course Title* as appropriate to its content and a *Course Code*. The *Course Code* shall be of the format- *CCNNN* where *CC* shall be a 2 character code for the department offering the course and *NNN* shall be a 3 digit numeric code. The courses shall be said to be of *levels* depending upon the numeric code as follows:

Course Level	Code Range		Course Level	Code Range
Zero	001 – 099		500	501 – 599
100	101 – 199		600	601 – 699
200	201 – 299		700	701 – 799
300	301 – 399		800	801 – 899
400	401 – 499		900	901 – 999

The level of a course shall be decided by the depth and/or specialization level of a course. Usually, a course offered to students in the first year after completion of Higher Secondary (HS) level shall be of 100 level, those in the second year after HS to be 200 level, and so on. The zero level courses shall be non-credit courses.

7. **Academic Programme:** An Academic Programme, or simply, a Programme shall comprise of a set of Courses as specified in its Curriculum Structure. Completion of the set of courses by a student prescribed for a course shall lead to the award of a Degree, Diploma or a Certificate to the student in the programme concerned.

- 8. Credit:** Each course offered shall carry a specified credit depending upon the quantum of work involved in the course. A one Credit course shall imply the quantum of work done corresponding to 1 hour of theory class or 2 hours of laboratory/ field work or 4 hours of research every week for 13 weeks during a semester in the course. One Credit for a seminar course shall be the quantum of work done in a semester for presentation of a seminar of 1 (one) hour duration.
- 9. Credits Earned:** The total credits earned by a student during a programme is the sum of the credits specified for the courses completed by the student securing pass grades.
- 10. Credit Requirement:** Each degree programme shall have a minimum specified credit requirement. The minimum credit requirements shall also be specified separately for different categories of courses, e.g. Core Course, Elective Course etc. A student will need to earn the minimum specified credit(s) for each category of courses to be eligible for the award of the degree/ diploma/ certificate.
- 11. Core Course:** Core courses shall consist of those courses which a student must take as compulsory requirement for a particular programme in which the student is enrolled.
- 12. Specialization Elective:** Specialization Electives are courses of specialized nature under the various specializations offered in a programme in the Institute. A student enrolled in the programme may choose to register from the set of such courses offered to satisfy the requirements for the specialization chosen by him/ her for the programme.
- 13. Departmental Elective:** Departmental Electives are elective courses offered by the department running the programme. A student enrolled in the programme may choose courses from the set offered as per the requirements of the programme.
- 14. Open Elective:** Open Electives are courses offered in the Institute from disciplines not directly related to the programme. The students of a programme are allowed to register for some such courses to enable them to widen their breadth of knowledge/ skills.
- 15. Credit Course:** These are Core or Elective Courses that are registered by a student during a semester to be taken into account for the credits earned by him/ her.
- 16. Audit Course:** A student may take some courses which he/ she does not want to include in the list of courses that are to be taken into account for the credits earned by him/ her. Such courses are registered as Audit (non-credit) courses. The grades earned in the audit courses do not affect the performance score of the student.

- 17. Major Discipline:** Major discipline is the discipline of the Degree Programme in which a student is enrolled.
- 18. Supporting Discipline:** Supporting discipline(s) are those in which a student shall take courses, besides courses of the major discipline, as recommended by the Counseling/Advisory Committee as part course of studies for the programme. The nature and content of the courses shall be such that these will support the students' major field of studies and/or research work.
- 19. Pre-requisite Course(s):** It is the set of courses which a student must undergo to acquire the necessary background knowledge for registering for a given course. Normally a student will earn credit for such a course. But if a Post-Graduate student is to undergo any undergraduate course as a pre-requisite he will not earn any credit for the course. The student shall have to earn an 'S' (Satisfactory) grade in the course.
- 20. Foundation Course(s):** The foundation course(s) are those that are not considered part of a programme but are required to be taken by a section of the students of the programme as they have a deficiency in the background knowledge/skill required for undergoing the programme. The students shall not earn any credit for such courses but he/ she will need to earn an S (Satisfactory) grade for the course(s). The Foundation Course requirements of a student shall be decided by the Departmental Advisory Committee (refer clause E.1).
- 21. Intake Capacity:** For each of the programmes there shall be a limit on the number of students that can be admitted in a session. This intake capacity shall be decided by the Senate.
- 22. Academic Programmes Committee (APC):** The Academic Programmes Committee (APC) shall be constituted by the Senate with one faculty member from each department as member and the Dean of Academic Affairs (DAA) as its Chairman. The APC shall assist the Senate in formulating the Curriculum Structures, deciding on new academic programmes and such other policy matters related to the academic programmes.
- 23. Departmental Advisory Committee (DAC):** Each department shall have a Departmental Advisory Committee with the Head of the Department as its Chairman, all the faculty members of the department as its members, and a faculty member from another department as external member. The external member shall be chosen by the Chairman for a period of one year at a time. In addition to advising the Head of the Department on various matters it shall be the responsibility of the DAC to monitor the progress of the courses of the programmes during the semester. The

DAC shall meet at least three times during a semester- once before the starting of the classes, once in the middle and once at the end.

C. CURRICULUM STRUCTURE

1. **Curriculum Structure:** There shall be a well defined curriculum structure for each of the academic programmes in the Institute which shall have the approval of the Senate. The curriculum structure shall specify the following:
 - i. The minimum and maximum allowed period of candidature,
 - ii. The minimum credit requirements of the programme in total, for the core courses, and for the different categories of electives.
 - iii. For a postgraduate programme, the list of the courses under the different categories specifying the credit and contact hour load in terms of L-T-P (Lecture, Tutorial, Practical) breakup of each course.
 - iv. For an undergraduate programme, the semester-wise list of the core courses and the slots for the elective courses and a list of the elective courses. The list shall include the LTP breakup for each of these courses.
 - v. The maximum credit load allowed per semester for a student.
2. **Syllabus:** There shall be a syllabus for each course offered which shall have the approval of the Senate. The syllabus shall consist of the broad topics of theory and/or practical work that are to be covered in the course. It shall also specify the credit and contact hour load, prerequisites and the list of text and reference books for the course.
3. **Approval of Curriculum Structure and Syllabi:** The curriculum structure and the syllabi of the different academic programmes shall be approved by the Senate from time to time, on recommendation by the Departmental Advisory Committee. Proposal for any change in the curriculum structure and the syllabi shall also be routed through the Academic Programmes Committee for approval by the Senate.

4. Period of candidature:

Subject to modifications made by the Senate the periods of candidature for the various academic programmes shall be as follows:

B. Tech:

Minimum – 8 semesters

Maximum – 12 semesters

M. Tech/ M. Sc./ MBA:

Minimum - 4 semesters

Maximum - 8 semesters

Integrated M. Sc.

Minimum - 10 semesters

Maximum - 14 semesters

Ph. D (as per Ph. D. regulations)

Minimum – 4 semesters

Maximum – 12 semesters

D. ADMISSION, ENROLMENT, CONTINUANCE OF STUDIES AND RELEASE

1. Admission

1.1 Admission notice: Notice for admission into the different academic programmes of the Institute shall be issued by the Registrar through newspapers at least two months ahead of the date fixed for the commencement of the academic year. The same shall also be put up in the official website <http://www.nitm.ac.in>.

1.2 Admission procedure: The application for admission in prescribed forms only, duly filled in and completed in all respects, must reach the designated officer on or before the last date specified for the purpose.

1.3 Minimum qualification requirement for admission to various degree programmes: Subject to modifications based on decision made by the Senate and Board of Governors from time to time the qualification for admission into various degree programmes in the Institute shall be as detailed below:

B. Tech: Pass in Higher Secondary or equivalent examination in Science with mathematics, physics and chemistry as subjects and at least 60% marks in aggregate.

M. Tech: BE/ B. Tech. in relevant branch of engineering or a Masters Degree in Science in relevant discipline/ Computer Application with at least 60% marks or equivalent grade and a valid GATE score.

M. Sc. : Bachelors degree in appropriate discipline with at least 60% marks or equivalent grade.

MBA : Bachelors degree with at least 60% marks in aggregate.

There shall be a relaxation of 5% marks for candidates of SC/ST category

1.4 Reservation of Seats: Subject to revision from time to time, the Board of Governors, on the recommendation of the Senate, shall determine and prescribe reservation of seats, maintaining consistency with the Govt. of India rules, for admission into different degree/diploma/certificate programmes of the Institute.

1.5 Filling up of reserved seats remaining vacant: If any seat reserved either for SC or ST remains unfilled, then the unfilled seats reserved for SC candidates should be filled by admitting ST candidates and vice versa. After carrying out the

above exercise if any reserved seats are left unfilled under any category these shall be thrown open for general competition and admission.

1.6 Screening and selection of candidates for admission to different degree/ diploma programmes:

- The admissions to the B. Tech. programme shall be done centrally through the Central Counselling Board (CCB) set-up by MHRD, GoI based on performances in AIEEE/ JEE(Main) and Higher Secondary (or equivalent) examination.
- The admissions to the M. Tech. programme shall be done centrally through Centralized Counselling for M. Tech/ M. Plan (CCMT) set-up by MHRD, GoI based on performance in the Graduate Aptitude Test Examination (GATE).
- For admissions to the M. Sc. and MBA programmes there shall be a Admission Committee with the Deans of Academic Affairs as Chairman, the Heads of the Concerned Departments as members and the Assistant Registrar (Academic) as secretary to make policy decisions on admissions to these programmes. A committee of three faculty members called the NIT Meghalaya MBA/M. Sc. Admissions Committee (NMAC) constituted by the Director shall be responsible for organizing the admissions to these programmes.

1.7 Admission of newly selected candidates into a programme: A candidate selected for admission to a degree/ diploma/ certificate programme shall be admitted on payment of the requisite fees on specified date(s) of admission. In the event of the failure of such a candidate to pay dues on the specified date(s) and time the student shall forfeit the seat and the seat falling vacant shall be filled up from the waiting list in the order of merit. A candidate must be present in person at the place of admission/ enrolment for necessary advisement and orientation on such date(s) as may be notified.

1.8 Fees: The fees and other charges etc. to be paid by the candidates shall be decided by the Academic Council from time to time and the same will be incorporated in the Prospectus.

1.9 Students' Roll Number: A student admitted to an academic programme shall be allotted a Roll Number, which will be used for his/her entire programme, at the time of admission. It shall be a 8 character string of 4 fields with the format:

PYYDDNNN

Where the fields are-

P- Programme	e.g.	B for B. Tech, T for M. Tech, S for M. Sc, P for Ph. D. M for MBA, etc.
YY - Year of Admission	e.g.	12 for 2012
DD - Discipline	e.g.	CS for CSE, EC for ECE, EE for EEE, PH for Physics, etc.
NNN - 3 Digit Serial No.	e.g.	001, 002 etc.

- 2. Procedure for transfer with migration:** For transfer of a student from the Institute, he/she shall have to apply along with Clearance Certificate and deposit the necessary fees. The Registrar shall issue a Migration Certificate to the student.

3. Semester Enrolment and Course Registration

3.1 Pre-registration: Before the end of every semester, as specified in the Academic Calendar, each department shall declare the courses to be offered in the following semester. Each of the students who are to continue in the programme in following semester shall fill-up a pre-registration form indicating the courses he/ she intends to register for in that semester.

3.2 Enrolment: At the beginning of every semester a student shall enroll himself/herself by filling-in the prescribed Enrolment cum Course Registration Card and paying the prescribed fee for the purpose in person on the date(s) specified along with the necessary clearance certificate. The date of enrolment can be extended by the Dean of Academic Affairs for a period not exceeding 7(seven) days with a late fine. Under extraordinary circumstances arising due to serious illness, natural calamities, bandhs resulting in restriction of movement of the students, the Dean may allow such student to take admission in absentia within the prescribed period. However, in case of serious illness, certificate from District Medical Officer and in case of natural calamities/ bandhs certificate from the Deputy Commissioner/Sub-Divisional Officer (Civil) must be produced. No further extension of time shall be allowed under any circumstance.

3.3 Course Registration: The student shall register for the course/ project/ research work(s) for that semester by filling-in the registration card. A Course Advisor appointed by the Head of the Department shall assist the student in the selection of the courses for the semester. The registration card duly signed by the student

and countersigned by the course advisor and the HoD shall be submitted to the Assistant Registrar (Academic). One copy each of the forms shall be made available to the Dean of Students Welfare, Head of the Department, and the student concerned.

3.4 Maximum Credit per Semester: The upper limit on the number of credits a student can register in a semester shall be 25.

3.5 Addition/ Deletion/ Conversion of Courses: A student shall be allowed to make changes in the list of registered courses in the form of addition, deletion, or conversion (Audit to Credit or vice-versa) of courses up to a date specified in the Academic Calendar.

4. Summer Term Course:

4.1 A Summer Term course may be offered for students under *Academic Probation* (vide E.15) by a department on the recommendation of the *Academic Probation Committee* (E.16) and the faculty offering the course and with the approval of the Dean (Academic).

4.2 No student shall be allowed to register for more than two courses during a summer term.

4.3 Summer term courses will be announced by the Dean (Academic) before the commencement of the end-semester examinations. A student will have to register within the time stipulated in the announcement by paying the prescribed fees.

4.4 The number of contact hours in any summer term course will be the same as in the regular semester course. The assessment procedure in a summer term course will also be similar to the procedure for a regular semester course.

4.5 Withdrawal from a summer term course is not permitted. No supplementary tests will be taken in a summer term course.

5. Transfer of credit from other Institutions:

5.1 A student having completed some course work of an equivalent academic programme in another *Institute of National Importance/ Centre of Excellence/ Institution having an MOU with NIT Meghalaya* enrolls or already enrolled in a programme at NIT Meghalaya, he/ she may apply for transfer of the course credits of the courses completed in the other institute provided that the following requirements are met:

- i. The courses in question are relevant to and of the same level as that of the programme at NIT Meghalaya in which the student is enrolled.
- ii. The NIT Meghalaya equivalence of the grades, and the equivalence of the credits shall be worked out for the concerned Institute by a committee appointed by the Senate.

- iii. There shall not be a break of more than one year between the undergoing of the courses concerned at the institute where these have been done and enrollment at NIT Meghalaya.
- iv. Total transferred credit does not exceed 25% of the total minimum credit requirement of the programme at NIT Meghalaya.
- v. Production of a Migration/ Transfer Certificate from the Institute concerned.

5.2 The candidate may apply in prescribed format to the concerned Head of the Department for the credit transfer. The Head shall forward the same to the Dean of Academic Affairs with the recommendation of the Departmental Advisory Committee (DAC). The Dean shall forward the application with his/ her recommendations to the Director for his/ her approval.

5.3 The DAC shall also recommend the exemption in the period of candidature (if any) of the student taking into account the credits transferred.

6. Class attendance

Maintenance of record: In each course the teacher concerned shall maintain record of the students' attendance in the prescribed Attendance Register and submit the record to the Head of the Department along with the grade sheet. The HoD shall monitor the attendance of all the courses offered by the department. The teacher shall have the Attendance Register scrutinized by the HoD twice during the semester who shall report the matter to the Dean of Academic Affairs in case of any adverse situation.

6.1 Minimum attendance requirement: A student shall be required to maintain a minimum of 75 (seventy five) percent attendance separately for the theory and the practical components in each course, failing which, he/she shall not be allowed to appear in the end-term examination and shall be awarded 'W' grade in that course. It shall be the responsibility of a student to ensure that his/her attendance requirement does not fall short of the minimum.

6.2 Condonation of attendance: The Dean of Student Welfare (DSW), on the recommendation of the Departmental Advisory Committee (DAC), may condone shortage in attendance to the extent of 15 (fifteen) percent in exceptional circumstances as given below.

- a. **Authorised absence under official directives:** The DSW on the recommendation of the HoD may permit a student to represent the Institute in important Inter Institutional or Inter Departmental event(s) or selected event(s) at the State or National level. The period for which the student is deputed for the above shall be treated as authorized absence under official

directive and be treated as leave. The DSW as well as the student concerned shall, however, ensure first that minimum attendance requirement shall not fall short of 60(sixty) percent. The DSW shall notify the name(s) of such student(s) to the Head(s) of concerned Department(s) for conveying the information to the teacher(s) concerned for record.

- b. Serious illness: If a student is prevented from attending classes owing to serious illness, the student concerned/guardian shall submit an application along with a Medical Certificate from the District Medical Officer, and recommendation from the Hostel Warden (in the case of hosteller) or from Registered Medical Practitioner (in the case of day scholar) within 3 days from the date of his/ her falling ill. The medical certificate must clearly state the period for which the student was advised treatment and rest. Such application shall be addressed to the DSW who may grant leave for those days of absence and inform the heads of the departments.
- c. Death of a close relative: If a student fails to attend classes due to death of parents/guardian, brothers, sisters, spouse or children, he/she shall intimate the DSW and HoD within 3(three) days.

Under no circumstance the condonation be extended for attendance falling below 60 percent.

6.3 Notification regarding class attendance: The record of class attendance for every course shall be maintained by the concerned teacher(s) till 3 days prior to the date of commencement of the end-term examination and the names of the students whose percentage of attendance falls short of the prescribed minimum shall be notified two days prior to the commencement of the end-term examination with intimation to the HoD/ DAA/ DSW.

- 7. Release of a student from the Institute:** A student who wants to leave the Institute during or after a semester or on completion of his/her programme shall be officially released by the Assistant Registrar(Academic) on production of clearance certificates in a prescribed form and return of the Identity Card by issuing a release order. Copies of the release order shall be sent to the DSW/ DAA/ HoD concerned/ Registrar/ Librarian/ Hostel Warden.
- 8. Readmission:** A student who leaves a programme after completion of at least 1(one) semester and with a written permission from the Dean of Academic Affairs may be readmitted after a break of not more than two semesters on payment of prescribed readmission fees. Such a student shall apply for readmission to the Dean of Academic Affairs through the Head of the Department. He/she must also produce a Gap Certificate from the District Police Authorities or an Affidavit specifying his/ her occupation during the gap period. If allowed readmission, the credits earned by

the student earlier shall be credited to him/her. In case of change in the curriculum structure of the programme during the break period, the relevance of the earlier completed courses and the equivalent credit for the courses shall be worked out by a committee constituted by the Dean.

- 9. Refund of caution deposit:** Refund of caution money shall be made to a student after his/ her release from the Institute. The claim for refund of caution money shall not be entertained beyond a period of one year from the date of release of the student. The caution money shall not be refunded if a student leaves the programme without permission and/or does not join and attend any class after admission. Refund of caution money shall be made against application in the prescribed form and on production of the Release Order.

E. Evaluation and Grading

1. Lesson Plan & Evaluation Plan

The faculty member(s) who is (are) assigned to teach a course in a semester shall prepare a lesson plan and an evaluation plan for the course which shall be presented before the DAC or a Sub Committee constituted by it before the commencement of the semester. The lesson plan shall consist of the class wise list of the topics to be covered, the books to be followed and the list of experiments to be carried out. The evaluation plan for a course shall specify the evaluation components for the course during the semester with their weights. The lesson plan and the evaluation plan for each course shall be made available to students by the concerned faculty within the first week of commencement of the semester. The evaluations plans of each of the courses offered shall also be notified by the concerned Head of the Department.

2. Evaluation

The evaluation process shall be of continuous nature and done as follows:

- i. Complete evaluation and award of grades shall normally be done by the faculty members teaching the course.
- ii. Under special circumstances, the Director will have the discretion to appoint any other teacher or external examiner for setting question papers and/or evaluating the answer scripts.
- iii. In case of courses of level 200 and below the assessment pattern will be as follows:

- a. for the theory portion of a course

<u>Sl. No.</u>	<u>Assessment</u>	<u>Duration</u>	<u>Marks</u>
1.	Best Two performances of the three Class Tests conducted	1 hour each	30 each
2.	Assignments		20 to 30
3.	End semester Examination	3 hours	100
4.	Attendance		0 to 10

(To be awarded only for attendance in excess of minimum required 75%)

- b. In each practical course and in the practical portion of each theory and practical combined course, the assessment pattern will be as follows:

Assessment Marks:

Continuous Assessment 70

End Term Examination 30

The assessment in laboratory course will be based on the quality of laboratory experimental works and the reports submitted, project works, an End-Term examination that contains an experiment and/or a written/viva voce examination.

- c. In case of courses having both Theory and Practical components the marks in the two components shall be combined in the ratio of the credits in the two components for the final grading in the course.
- iv. In case of courses of level above 200 the evaluation shall always have the two components:
- one end-term examination and
 - one mid-term examination.

In addition there may be evaluation components such as- unit tests, quizzes, home assignments, term papers, term projects, seminars, attendance etc. with appropriate weights depending on the nature of the course to be specified by the Course Instructor in the evaluation plan.

3. Conduct of examinations

- a. End-term, Mid-term examinations and the Class Tests shall be conducted as per the Academic Calendar.
- b. The duration of the theory examinations shall not exceed as below:
- Class Test :: 1 hour per test :: 3 consecutive working days for a set
 - Mid-term :: 2 hours :: 6 consecutive working days for a set
 - End-term :: 3 hours :: 6 consecutive working days for a set

4. Practical Examinations:

- a. The concerned course instructor(s) shall conduct the practical examination.
- b. The practical examination shall normally be conducted before the end-term theory examinations.

- 5. Suspension of classes during examinations:** The classes shall remain suspended during the period of class-tests and mid-term and end-term examinations. Classes shall ordinarily be suspended 3(three) days prior to the date of commencement of the end-term theory examinations.

- 6. Absence from examination:** A student's grade in a course shall be marked *I* if he/she is absent from an end-term examination of that course under any of the following circumstances:
- Death of a parent/spouse/child/brother/sister/first cousin.
 - His/ her serious ailment requiring bed rest as certified by District Medical Officer.
 - He/ She is representing the Institute on official directives of the Institute authority.
 - The student is away and cannot return to the place of study due to circumstances beyond his/her control. A certificate to this effect from an Executive Magistrate must be produced on return to the place of study.

The *I* grade shall be converted to a normal grade as specified in Clause E.8 below.

- 7. Grading:** Relative grading shall be followed for the grading of the students based on the performance as per the evaluation scheme and Letter Grades shall be awarded. The teacher shall decide on the highest & lowest grades to be awarded to a batch based on the overall performance of the batch in the course.
- 8. Letter Grades & Grade Point:** A Letter Grade signifies the level of standard of qualitative/quantitative academic achievement, which a student attains in a particular course/research work. Each of the letter grades shall represent a Grade Point as tabulated below. The letter grades AA to DD shall be considered as Pass grades and FF shall be considered as Fail grade.

Letter Grade	Grade Point	Description
AA	10	Outstanding
AB	9	Excellent
BB	8	Commendable
BC	7	Very Good
CC	6	Good
CD	5	Average
DD	4	Marginal
FF	0	Poor

In addition, there shall be other grades as stated below:

Letter Grade	Status	Remarks/ Context
I	Incomplete	Assigned in case any evaluation component remains to be completed due to an extraordinary situation faced by the student. This grade must be converted to any of the regular grades above within the first month of the following semester by completing the remaining evaluation component(s) failing which a <i>FF</i> grade shall

		be awarded.
X	Extended Project	Assigned in case Project Work remains incomplete and the work is extended to the following semester.
S	Satisfactory	Assigned against satisfactory performance in case of Non-Credit courses.
U	Unsatisfactory	Assigned against unsatisfactory performance in case of Non-Credit courses.
W	Withdraw	Assigned if a student withdraws from a course after the last date for withdrawal of course.

- 9. Semester Grade Point Average (SGPA):** It is the weighted average of grade points secured by the student in the credit courses taken by him and is given by the expression:

$$SGPA = (1/C_t) \sum_{i=1}^n C_i GP_i$$

where, n is the number of credit courses registered and passed by the student during the semester, GP_i is the grade point secured by him/ her in the i^{th} course with a credit value of C_i and C_t is the total credits earned in the semester.

- 10. Cumulative Grade Point Average (CGPA):** It is the accumulated weighted average grade point of a student over the semesters starting from his/ her joining the programme taking into account all the credit courses registered and passed by him/ her.

$$CGPA = (1/C_\tau) \sum_{i=1}^N C_i GP_i$$

where, N is the total number of credit courses registered and completed by the student with pass grade over the semesters starting from his/ her joining the programme, GP_i is the grade point secured by him/her in the i^{th} course with a credit value of C_i and C_τ is total credits earned till the semester.

- 11. Submission of Grades:** The teacher concerned shall submit the final grades of the students for a course to the office of the Controller of Examinations through the Head of the Department within one week of completion of the end term examination of the course.

- 12. Transparency in Grading:** Prior to submission of the grades, within 5(five) days of completion of the end term examination of the course, the course instructor shall display the grades on the departmental notice boards for viewing by the students. In case of any discrepancy found or clarification desired in the grading, the students must approach the concerned faculty member within 24 hours of display of the

grades. The teacher shall make available the details of the grading along with the evaluated answer scripts and shall clarify the queries raised by a student.

The teacher shall make the evaluated answer scripts of the mid-term examination, class test and quizzes conducted and evaluated assignments available to the student concerned for his/ her perusal. The student shall return these with a signature on each after going through them.

13. Students Appeal Committee: Each department shall have a Students Appeal Committee constituted by the Director with three faculty members of the department. In case a student is not satisfied with the explanation given by the teacher on the grade assigned to him/ her in a course, he/ she may approach the Students Appeal Committee with his/ her grievance. The committee shall look into all the aspects of evaluation and take the decision on the grade to be awarded.

14. Custody of answer scripts: The evaluated answer scripts bearing the signatures of the students shall be kept in the custody of the faculty member concerned till the end of the next semester. After that the same can be disposed of.

15. Academic Probation

A student shall be placed on Academic Probation under the following situations:

- a. The CGPA of the student falls below the critical limit of 5.0.
- b. The student secures an *FF* grade in any of the Core Courses.
- c. The student fails to complete the programme in the minimum number of semesters prescribed for that programme.

16. Academic Probation Committee: There shall be an Academic Probation Committee in each department consisting of the Head as the Chairman and two other faculty members of the department as Members. This Committee shall monitor the status of the students of the department under probation and provide counseling.

17. The Academic Probation Committee shall prepare a course registration plan (with reduced load per semester where necessary) for a student for his/her entire remaining duration of the programme once he/she enters probation. Afterwards, the Academic Probation Committee shall monitor the progress of the student and make changes in the course registration plan as and when appropriate while the student is under probation. The student shall submit this plan containing changes, if any, to the Head of the Department every semester while under probation, within the last date for withdrawal of courses.

18. Clearing of Probation: A student on probation will get a chance to improve his/ her grade(s) in courses with *FF* or *DD* grade by appearing in a supplementary examination to be held within the first month of the following semester or by registering for the course in a summer term. If the student is unable to improve the

grade(s) he/ she may register for the course(s) as a remedial course in the following semester if the Academic Probation Committee so advises. In such cases the norms for contact hours may be relaxed. However, normal continuous evaluation will be done for that course during that semester.

19. Programme Restart: If a student is unable to earn at least 50% of the credits stipulated for the first two semesters of the programme he/ she will have to restart the programme at the first semester. In such a case the student shall be given the credits for courses already cleared with grades higher than DD. Restart shall be permitted to a student only once.

20. Unsuccessful Exit from an Academic Programme: A student shall leave the programme without completing under any of the following conditions:

- i. The student fails to earn at least 75% of the credits stipulated for the first two semesters even after a restart.
- ii. The student fails to satisfy the conditions for eligibility for award of degree/ diploma/ certificate within the maximum prescribed duration (no. of semesters) for the programme, he/she shall leave the programme.
- iii. The programme becomes unviable for the student in the sense that the remaining credits required for making himself/ herself eligible for award of the degree/diploma/certificate cannot be earned in the remaining period (maximum no. of semesters) without exceeding the maximum credits allowed per semester.

21. Classification: After successful completion of the programme, degrees will be awarded as per the following classifications based on the CGPA.

- i. Candidates who successfully complete the programme within the minimum stipulated period for the programme getting a CGPA of 8.5 and above, passing all the courses in the first appearance will be declared to have passed in *first class with distinction*. For this purpose, authorized break of study (vide regulation D.7) will not be counted.
- ii. Candidates who get a CGPA of 6.5 and above, but below 8.5 will be declared to have passed in *first class*.
- iii. Candidates who get a CGPA of below 6.5 and complete the course within the maximum prescribed period after joining the Institute will be declared to have passed in *second class*.

22. Grade Card and Consolidated Statement of Grades

- a. After the declaration of results of a semester the Controller of Examinations shall issue a Grade Card to each of the students. The Grade Card shall contain

the grades obtained in the different courses registered by him/ her, the SGPA, CGPA and the total credits earned till that semester.

- b. At the successful completion of the programme, all candidates will be provided with a consolidated statement of grades containing the following particulars:
 1. List of all the courses successfully completed by the student during the entire programme along with the credit structure of each course and the grade secured in each,
 2. Total credits earned,
 3. The CGPA awarded,
 4. Classification (First class with Distinction / First class/ Second class) (vide regulation E.21)

23. Eligibility for Award of Degree/ Diploma/ Certificate: For a student to be eligible for award of the relevant degree/ diploma/ certificate for the programme he/ she undergoes he/ she must satisfy the following:

- a. Must obtain a pass grade in each of the Core Courses of the programme.
- b. Must earn the minimum credits under the various categories of courses as specified in the curriculum structure of the programme concerned.
- c. Must secure a minimum CGPA of 5.0.

F. POWER TO MODIFY

Notwithstanding all that has been stated above, the Senate has the right to modify any of the above rules and regulations from time to time.

Annexure-II

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA BIJNI COMPLEX, LAITUMKHRAH, SHILLONG 793003

Ph. D. Regulations, 2013

I. Introduction

One of the major objectives of The National Institute of Technology Meghalaya (NIT Meghalaya) is to carry out research towards creation of new knowledge and development of technologies. One of the ways to achieve this objective is through Ph. D. programmes offered in its various departments.

II. Definitions

“**Research**” means systematic study or investigation in order to discover new knowledge in the form of facts/patterns or new interpretation of ideas or inventions of new devices.

“**Doctor of Philosophy (Ph.D.)**” signifies that the awardee of the degree has undertaken a substantial piece of original research, which has been conducted and reported by the holder under proper academic supervision, and in a research environment for a prescribed period.

“**Research Scholar**” means a student who is admitted to Ph.D. programme of NIT Meghalaya through the procedures adopted by the Institute.

“**Supervisor**” means a person who is recognized by NIT Meghalaya to supervise the research work carried out by the scholar/candidate for Ph.D.

“**Co-Supervisor**” means a person who is recognized by NIT Meghalaya to supervise the research work of a scholar jointly with a Supervisor.

“**Research Committee (RC)**” is the apex body that administers the research programmes of the Institute. The Director of the Institute constitutes the committee by nominating six Professors/ Associate Professors across disciplines to it. The Director shall be the chairperson of the research committee.

“**Departmental/Centre’s Research Committee (DRC/CRC)**” is the Research Committee of a teaching department/ centre of the Institute. It shall be constituted by the research committee with a minimum of three members on recommendation of the Head of the department/ centre. However, a maximum of two members may be drawn from the faculty of related department(s)/ centre(s) of the Institute. The Head of the concerned department/ centre shall be the chairperson of the DRC/CRC.

“Doctoral Committee (DC)”: The formation of the DC will be initiated by the supervisor(s) to monitor the progress of each of the research scholars. The DC shall consist of the following:

1. Supervisor, Chairman
2. Co-supervisor, Member
3. Two faculty members, otherwise eligible to be supervisors, of the concerned department/centre, Members
4. One faculty member from an allied department/centre, Member
5. One external member from Industry/ Research establishment/ Academia, Member

“Board of Examiners of Thesis (BET)”: Board of Examiners for examination of a thesis shall consist of internal examiner(s) (normally all the supervisors) and two external examiners. The external examiners shall be chosen by the chairperson of the Senate from a panel of six members proposed and recommended by the supervisor through the Head of the Department. The supervisor(s) shall propose the panel of examiners at the time of submission of synopsis of the thesis.

“Oral Defence Evaluation Committee (ODEC)”: Oral Defence Evaluation Committee of a research scholar shall evaluate the performance in the Viva-voce examination or oral defence of the research work carried out by him/ her. The committee shall consist of the internal examiner(s) and one of the external examiners of BET selected by the chairperson of the Senate. If none of the external examiner(s) of BET is available for evaluation of oral defence, an alternative examiner shall be selected by the chairperson of the Senate, preferably from the panel of examiners submitted by the supervisor(s).

III. Ordinances

1. NIT Meghalaya awards the degree of Doctor of Philosophy (Ph. D.) to a candidate who has successfully completed the stipulated programme of research in one of the departments/ centres in the Institute.
2. The Senate of the Institute formulates the programme of research with the governing rules and regulations. The Senate can modify or change the structure, the governing rules and regulations from time to time.
3. A candidate to be awarded the Ph. D. degree has to submit a thesis embodying the findings of his/ her research carried out under this programme. The thesis should be a record of an original contribution of high quality to the advancement of knowledge as judged by experts in the relevant area.
4. A candidate becomes eligible for the award of Ph. D. degree after fulfilling the entire academic requirement prescribed by the Senate.
5. The Board of Governors of the Institute shall approve the award upon the recommendation of the Senate.
6. In case of any controversy on the BET or ODEC report the decision of the Senate shall be final and binding.

7. The Ph.D. degree shall be awarded in the discipline of the department in which the scholar registers for the Ph. D. programme.

IV. Rules and Regulations

1. Categories of candidature

1.1 The Institute shall admit Ph. D. scholars under the following categories:

- a) **Full Time:** Scholars under this category shall work full time for the Ph.D. courses/research. They may receive fellowship/assistantship offered by the Institute or other funding agencies.
- b) **Sponsored:** Recognized R&D organizations, national institutions, other universities, government organizations or industries may sponsor research scholars. They shall be admitted through the normal process, and they shall not be entitled to any fellowship/assistantship from the Institute. They shall work full time for the Ph.D. courses/research.
- c) **Project Fellow:** Scholars working on different research projects at the Institute may be admitted to the Ph. D. programme provided they satisfy the eligibility criteria, subject to the consent of the Principal Investigator of the project.
- d) **Part Time:** Scholars employed in academic institutions/ universities (including NIT Meghalaya)/ R&D organizations may be considered for admission into the Ph. D. programme of the Institute, following the normal admission procedures. They shall fulfill the stipulated requirements for Ph. D. admission.

2. Supervision

2.1. Supervisor

The supervisor is a person who is recognized by NIT Meghalaya to supervise the research work carried out by the scholar/candidate for Ph. D.

2.2 Co-Supervisor

A co-supervisor is a person who has been recognized as a Ph. D. supervisor by the Institute to supervise the research work of a scholar jointly with a Supervisor.

- 2.3.** The supervising load of a scholar for the supervisor shall be considered as one and that for the co-supervisor shall be considered as half. The upper limit on supervising load at a time for the faculty at various levels shall be as follows:

Professor: 8

Associate Professor: 6

Assistant Professor: 4

However, before deciding the number of scholars for each category of faculty, the DRC/CRC shall take into consideration the availability of infrastructure and the teaching/ administrative commitments of the supervisor.

2.4. Allotment of Supervisors

- 2.4.1. Following the recommendation of the DRC/CRC, the chairperson shall nominate a supervisor to supervise the research of a candidate during the first semester with the consent of the person so nominated.
- 2.4.2. A scholar may apply in prescribed format (Form II) to the chairperson, DRC/CRC for changing his/her supervisor/co-supervisor (or both) on sufficient and valid grounds. On the basis of the application and the recommendation of the DRC/CRC, the RC may approve the change.

2.5. Recognition of Supervisor

- 2.5.1. Any member of the faculty of the Institute with a Ph. D. degree and with at least three peer-reviewed/ refereed publications including book chapters/ articles in research journals/ conference proceedings may be recommended by the DRC/CRC for recognized as supervisor. Those teachers who acquire the requisite qualifications subsequent to their appointment shall express their willingness to supervise research by writing to the chairperson, RC through the chairperson, DRC/CRC.
- 2.5.2. Any member of the faculty/ scientist from other recognized universities/institutes/organizations with requisite qualifications may be recognized as co-supervisor if the DRC/CRC recommends such a person for approval of the RC, with justifications and with the CV of the person concerned.
- 2.5.3. Any member of the faculty of the Institute who is eligible to become a supervisor may act as a co-supervisor.
- 2.5.4. In exceptional cases an eminent scholar with significant contribution in his/ her area of specialization/ expertise but without a Ph. D. degree may be recognized as co-supervisor.
- 2.5.5. Under no circumstances a Ph. D. candidate shall have more than two supervisors including a co-supervisor.
- 2.5.6. Even when a supervisor leaves the Institute permanently or temporarily or retires from service she/he shall continue to supervise the scholar(s) till she/he completes the work. However, the scholar(s) can apply to the DRC/CRC for a co-supervisor or a different supervisor with the consent of the original supervisor.
- 2.5.7. In case a supervisor or a co-supervisor is not in a position to continue supervision due to prolonged illness or other problems (in such a case she/he shall communicate her/ his inability to the DRC) or factors beyond his/her control the DRC/CRC may appoint a new supervisor or a co-supervisor on receiving an application (Form II) from the scholar concerned and obtain approval of the RC. In case of a change of co-supervisor the application shall be endorsed by the supervisor.
- 2.5.8. A faculty member of the Institute recognized as a Ph. D. supervisor shall not take in new Ph. D. scholars during the two years period prior to his/ her retirement.

3. Admission to the Ph.D. Programme

3.1 Eligibility for admission

3.1.1 Master's degree in Engineering/ Science/ Technology/ Humanities and Social Sciences/ Management Sciences/ or Master's degree in the allied subjects with consistently good academic record and a minimum of 60% marks or an equivalent CGPA in the Master's degree. Candidates with B.E./ B. Tech. with an aggregate of 80% marks or equivalent GPA with valid GATE score will also be eligible.

3.2 Notification for Ph.D. admission

The notification for admission to the Ph.D. programme shall be published through advertisements placed in national and regional newspapers and through the Institute website. The notification shall be made on obtaining information from each department/centre about the actual number of positions available.

3.3 Admission Procedures

- 3.3.1 The application form (Form-I) for admission to the Ph.D. programme in prescribed format duly filled in and complete in all respects must reach the Assistant Registrar (Academic) on or before the last date specified for the purpose.
- 3.3.2 The application must be accompanied by a Statement of Purpose (SoP) indicating the area and type of research work he/ she proposes to carryout.
- 3.3.3 Applicants of the candidates of categories (b), (c) and (d) in 1.1 must be submitted through proper channel.
- 3.3.4 Sponsored candidates shall submit a sponsorship certificate from their employers in proper format (Form III).
- 1.3.5 Employed part time candidates shall submit a no objection certificate from their employers stating that the candidates shall be allowed to get themselves admitted to the Ph.D. programme, if selected. Such candidates shall complete their course work by the end of the third semester after obtaining necessary leave in the prescribed format (Form IV) from their employers.
- 3.3.6 Project fellows shall submit their applications accompanied by a no objection certificate from the Principal Investigator (Form V).
- 3.3.7 The applications received by the academic office shall be sent to the concerned chairpersons of the DRCs/CRCs for scrutiny. The respective DRC/CRC shall scrutinize the applications, shortlist the candidates and call them for a test (written and/or oral as decided by the DRC/CRC).
- 3.3.8 A selection committee constituted by the chairperson, DRC/CRC shall conduct the test and recommend a panel of candidates for admission which shall be sent to the Director for approval.
- 3.3.9 Selected candidates shall be intimated by the academic office for getting themselves admitted to the Ph.D. programme.

4. Course work, course registration and attendance

- 4.1 A scholar admitted to the Ph. D. programme shall be required to complete specified course work prior to the submission of the Plan of Research as per the recommendation of the DRC/CRC. The DRC/CRC shall suggest course work of a minimum of six credits (ten credits for those with a B. Tech. degree) and a maximum of twelve credits (sixteen credits for those with a B. Tech. degree) on the areas of research and/or areas related to that of research to be carried out by the scholar within the first two semesters. However, employed part time candidates shall be given the option of carrying out the course work during any two of the first three semesters.
- 4.2 The DRC/CRC shall advise the DC about the nature and content of the course work and also the mode of imparting this for each candidate depending on the following:
- i. specific requirements of the area of research;
 - ii. previous knowledge/expertise/experience and qualification of the candidate.
- 4.3 In order to continue research a candidate must secure a minimum CGPA of 7 and in no case the grade point in the individual courses must be below 6. The evaluation and grading procedures shall be same as those adopted for the PG programmes. If a scholar fails to get the qualifying CGPA she/he shall be allowed to improve the CGPA provided that such chance shall be restricted to one.
- 4.4 Once the DRC/CRC decides on the nature of course work etc. (as per 4.1. and 4.2.) a scholar shall register for the course(s), submitting the course registration form in the prescribed format (Form VI).
- 4.5. During course work scholars shall report at the department/centre regularly and attend classes or do assigned tasks. The percentage of attendance during course work must not fall below 75 for all categories of scholars.

5. Exemption from Course work

- 5.1 Any candidate having completed his/ her M. Tech/ M. Phil degree in relevant field within the preceding three years and has done the course work required for the proposed work may be exempted from course work. However, such a person shall be required to give at least two seminars on the areas related to his/her area of research prior to the submission of the Plan of research.
- 5.2 Candidates who have carried out course works of equivalent standard in another institute for a research programme within the preceding two years and if the courses done are relevant to the proposed work, he/ she may be allowed to transfer the credit.

6. Ph. D Registration

- 6.1 On successful completion of the course work each candidate shall submit, within the duration of the following semester, a proposed plan of research forwarded by the supervisor to the DRC/CRC, which shall, then, arrange a seminar for presentation of the plan by the scholar.

- 6.2 The Plan shall indicate the area/ issues/ problems to be taken up, refer to previous research/ literature on the same/ similar/ related areas/ issues/ problems, mention methodology/ types of experiments/ field works/ approaches to be adopted, expected outcome and relevance/ significance of the research.
- 6.3 The DRC/ CRC is expected to assess the feasibility of the Plan and the capability/ preparedness of the scholar for carrying out research and recommend (Form-VII) one of the following to the RC
- that in view of the suitability/ feasibility of the Plan and the capability/ preparedness of the scholar he/ she may be allowed to go ahead with research work;
 - that the scholar may be asked to modify his/ her plan incorporating the suggestions made and resubmit it within a period of time specified by the DRC/ CRC.
- 6.4 In order to continue research the scholar shall renew his/her studentship by completing necessary formalities in each semester.

7. Monitoring the Progress of Research

- 7.1 The DRC/CRC shall constitute a Doctoral Committee for monitoring the progress of research by the candidate.
- 7.2 During the period of research work all categories of scholars shall be in touch with their supervisors and make at least one seminar presentation in each semester on experiments/ fieldwork/ library work done. Except for Part time scholars, other categories of scholars shall be generally available in the department/ centre unless they are engaged in experiments/ field work/ library work elsewhere with prior permission of the supervisors.
- 7.3 A Ph. D. scholar shall submit a progress report in the prescribed format (Form-VIII) through the supervisor to the Head at least 15 days before the end of each semester to be placed for consideration of the DC.
- 7.4 The DRC/CRC shall send the reports to the RC for appraisal with anyone of the following recommendations
- allowed to enroll in the next semester and continue research;
 - allowed to enroll and continue research but with suggestions for improvement;
 - as the performance is very poor advised to discontinue.

8. Period of candidature

- 8.1 The period of candidature (from the date of admission) of Ph. D. scholars shall be as follows:

Category	Minimum period for submission	Maximum period for submission
Full time candidates with course work	Six semesters	Ten semesters
Full time candidates with full waiver of course work	Four semesters	Ten semesters
Others	Eight semesters	Twelve semesters

8.2 A candidate may apply for extension of the period for submission of the thesis, only once, for a maximum of two semesters in the prescribed format (Form IX) to the chairman DRC/CRC during the tenth semester in case of a full time scholar and the twelfth semester in case of a part time scholar. The recommendation of the DRC/CRC shall be sent to the RC for approval.

9. Change of category of candidature

If a scholar desires to change the category of his/ her candidature, he/ she shall apply (Form X) to the chairperson DRC/CRC through his/ her supervisor at any time after the completion of the course work.

10. Approval of the title of the thesis and pre-submission seminar

10.1 A scholar shall finalize the title of his/ her thesis at the time of presentation of pre-submission seminar and get it approved by the DRC/CRC.

10.2 At least one month before the submission of the thesis the scholar shall submit a Synopsis in the prescribed format (Form XI) in not more than 1500 words - all in triplicates (hard copy as well as soft copy) - to the DRC through the Supervisor and give a pre-submission seminar on the research carried out by him/ her. The DC and the DRC/CRC shall go through the synopsis and suggest changes, if any, in the final form of the thesis. The scholar shall submit the synopsis through the DRC/CRC to the Dean (Academic) for necessary action.

11. Submission of thesis

11.1. A Ph. D scholar may submit his/ her thesis (along with Form XII) within the stipulated period but not later than six months from the date of pre-submission seminar provided he/ she fulfills all requisites for Ph.D thesis submission with at least one peer-reviewed/ refereed publication including book chapters/ articles in research journals.

11.2 Guidelines for preparation of the thesis are given in Annexure I.

11.3 Content and context of the thesis:

- a) The thesis shall be written in English in the specified format.
- b) No part of the thesis shall have been submitted for the award of any degree/ diploma of the Institute or any other university/ institute.
- c) Five copies of the thesis shall be submitted initially in soft (paperback) cover. Final hard cover copies (at least three) after incorporating suggestions/ modifications recommended by the examiners, shall be submitted within 15 days of the viva-voce examination.

11.4 The candidate shall submit a "No dues certificate" from concerned departments/ sections/ offices/ library at the time of submission of the thesis.

12. Examination of thesis

12.1 The Supervisor (and Co-supervisor, where applicable) of a scholar shall submit to the Dean (Academic) through the chairperson DRC/CRC a panel of at least six external examiners with disciplines and addresses, of which three may, preferably, be from abroad, at the time of submission of the synopsis.

- 12.2 The chairperson of the Senate will approve the Board of Examiners for Thesis (BET) as stated in Definitions with the supervisor(s) as the internal examiner(s) and two examiners chosen from the panel as external examiners, one of which should preferably from abroad.
- 12.3 Recommendation of BET
Examiners shall be requested to submit a report on the thesis recommending any one of the following (Form XIV):
- (a) The thesis may be accepted for the award of the degree.
 - (b) The thesis may be accepted subject to modifications carried out as suggested without further reference to me.
 - (c) The thesis is not satisfactory for viva-voce examination but the candidate be permitted to re-submit the thesis in a revised form.
 - (d) The thesis be rejected.
- 12.4 In the case of recommendation (c) under Clause 12.3, the scholar shall submit the revised version of the thesis within six months, carrying out the suggested modifications.
- 12.5 If both the external examiners reject the thesis, the candidate and the supervisor shall be intimated accordingly. The candidate may be allowed to register afresh. In that case he/she is not required to do the course work. The candidate shall be expected to submit his/her thesis within a period not exceeding six semesters.
- 12.6 If one of the external examiners rejects the thesis, it shall be sent to a third external examiner to be selected by the chairperson of the Senate. If the third examiner also rejects the thesis, the candidate may be allowed to register afresh as in 12.5.
- 12.7 The following guidelines shall be adhered to in case of any amendment(s) are made to a thesis:
- a) The Dean (Academic) shall send copies of the examiners' reports to the supervisor/co-supervisor for advising the scholar to incorporate necessary corrections.
 - b) A scholar is not permitted to make any change to the thesis not specified by the examiners (or implied in their reports).
 - c) Corrections and modifications to the thesis shall be incorporated in the text by changing the pages/ tables/ figures wherever necessary with a separate sheet indicating the corrections made with the page numbers, within two months.
 - d) If the scholar needs more time to complete the modifications, extension of time may be sought by submitting an application to the chairperson, Senate through the chairperson, DRC/CRC.
- 12.8 Oral Defence Evaluation
- 12.8.1 On completion of the examination process and after all the examiners certify that the amendments, corrections specified have been incorporated, and recommend the case for viva-voce examination, the chairperson of Senate shall constitute the Oral Defence Evaluation Committee (ODEC) on the recommendation of the DC and the chairperson, DRC/CRC. It shall consist of the internal examiner (s)

and one external examiner of BET nominated by the chairperson of RC. The external examiner shall be the chairperson of the ODEC.

- 12.8.2 If none of the external examiners of BET is available for evaluation of oral defence, the chairperson of RC shall appoint an alternative external examiner from the approved list of examiners.
- 12.8.3 The Dean (Academic) shall fix a date for oral defence evaluation of the thesis as early as possible.
- 12.8.4 Normally the oral defence evaluation shall be held at the premises of the concerned department. However, under exceptional circumstances, the oral defence evaluation may be convened in some other places/ premises outside the Institute but within the country as agreeable to the external examiner and the other members of the ODEC with the approval of chairperson of the AC. Oral defence examination shall be open to all.
- 12.8.5 On completion of all the formalities, the ODEC shall send its recommendation to the chairperson, Senate through the Dean (Academic) as per format (Form XV).

13. Award of Ph.D. degree

The degree shall be awarded by the Board of Governors of the Institute on the recommendation of the Senate. The announcement of the award shall be made by the Registrar.

14. Confidentiality and copyright of thesis:

14.1 Upon submission of the thesis candidates are asked to sign the following statement, enabling the Institute to allow others to read the Institute's copy of the thesis, and use it for research or private study:

“I agree that my PhD thesis titled (title) will be lodged in the NIT Meghalaya Library, and made available (if applicable after the expiry of any period of approved restricted access) to any person(s) entitled to use the Library and may be photocopied or microfilmed by or on behalf of the Librarian for use for research or private study pursuant to the provisions of the Copyright Act 1968.”

“I agree that any user of the library may quote extracts from the thesis in any paper or written work prepared by the user, subject to acknowledging the source of the quotation.”

14.2 Should the author of the thesis or the supervisor wish to publish the matter in the form of a book the author and the supervisor shall obtain clearance from the Institute.

15. Any other

If any Ph.D. scholar happens to be a family member or a close relative of the chairperson of the DRC/CRC/RC, a member of the faculty (for the first two) or a senior professor nominated by the Senate shall perform the duty of the chairperson of the respective committee.

16. Power to Modify

Notwithstanding all that has been stated above, the Senate has the right to modify any of the above Regulations from time to time.

ANNEXURE-I (Ph. D)**NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA****Guidelines for preparation of the thesis****1. General**

- The thesis should be written in a precise manner without making it unnecessarily voluminous.
- International Standard 80gsm white paper of A4 (297 x 210mm) size should be used.
- Pages should be numbered consecutively and clearly.
- The typing should be 1.5 spaced and presented in a clear and legible font (preferably 12 point).
- Figures, photographs, graphs and tables should be numbered separately; contrast should be clear.
- Left and right margins should be not less than 30 mm. Care should be taken with page numbers to allow for page trimming when the thesis is bound.
- Folding diagrams or charts should be arranged so as to open to the top and right.
- Before producing final copies of a thesis for submission, the candidate should ensure that all the spellings, punctuation, vocabulary and grammar are correctly used and the bibliography is prepared according to internationally accepted conventions.

2. Organization of the thesis

The thesis may be organized in the following manner

- Title page
- Abstract
- Declaration by the candidate
- Certificate of Supervisor in prescribed format (Form XIII)
- Preface (if applicable)
- Acknowledgments
- Table of contents
- List of tables, figures and illustrations, abbreviations, symbols
- The main text may be divided into several chapters. The candidate may adopt either the following or any other internationally accepted pattern

1. Introduction
2. Background/ Review of literature
3. Procedure (Experimental/logistic etc)
4. Analysis/Results (whichever is applicable)
5. Discussion
6. Bibliography or List of References
7. Appendices (where necessary)

3. Title page

3.1 The thesis must be preceded by a **title page**. The title page of the thesis should show:

- Title of the thesis
- Degree for which it is submitted: "**A thesis submitted in partial fulfillment of the requirements for award of the degree of Doctor of Philosophy**"
- Full name of the scholar
- Registration Number
- Logo of NIT Meghalaya
- Full affiliation of the candidate (Dept./Centre/Lab)
- Month and year

3.2 Cover Page should be replica of title page

a) Spine:

Author's Surname :: Thesis Title (vertically in brief) :: Year

b) The print should be black. The colour of the cover page should be such that the logo becomes prominent.

4. Example of title page:

<p style="text-align: center;">Title of the thesis</p> <p style="text-align: center;">A thesis submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy</p> <p style="text-align: center;">Submitted by</p> <p style="text-align: center;"><i>Scholar's name</i> <i>Regn No.</i></p> <p style="text-align: center;">(logo)</p> <p style="text-align: center;">Full affiliation of the Candidate</p> <p style="text-align: center;">Month & Year</p>
--

5. Abstract

The title page must be followed by an abstract in English.

6. Acknowledgements

The scholar should acknowledge the Institute and the financial support received from funding agencies.

7. Thesis preparation and binding

At the time of initial submission the thesis should preferably be in flexible cover to facilitate the incorporation of amendments which might be recommended by the examiners.

At the time of final submission hard binding must be done with covers strong enough to resist damage by bending or knocking. Twin-ring, spring-back and spiral binders are not acceptable.

NOTE FOR Ph.D. CANDIDATES

To avoid delay in processing your thesis please read the following note carefully:

- a) You should complete the thesis submission form at least two months ahead of the actual date of submission.
- b) Your supervisor(s) should sign the thesis in the appropriate place.
- c) The following items must be included with the thesis submission form
 - i. Declaration concerning reproduction of thesis
 - ii. Thesis examination fee payment receipt
 - iii. An abstract of the thesis preferably within 1500 words in triplicate and in CD
 - iv. A No dues certificate from departments/sections/offices/library concerned.

Sl. No.

FORM-I

Application form for Admission to Ph D Programme



National Institute of Technology Meghalaya
(To be filled in by the candidate)
Session 20xx

Fix a signed
Passport size
Photograph

Draft No: _____ Date: _____ for Rs. _____ Drawn at: _____

Department/Centre to which Ph.D. admission is sought: _____

1. Name of candidate :
(in block letter)
2. Father's name/Mother's name :
3. Permanent address :
(in full)
4. Postal address :
(for communication)
5. Date of birth :
6. Nationality :
7. Whether belongs to SC/ST Category :
8. Gender (Please tick \surd) : Male / Female
9. Educational qualification HSLC onwards(submit attested copies of all testimonials):

Name of Examination	Year	Board/University	Marks/CGPA	Division / Class	Subject/ Specialization

10. Teaching/ Research experience:
(Mention level of teaching-UG/PG/College/Institute/ Courses taught/ Area of research)

11. Tick the category of candidature sought:

Full time: Sponsored: Part Time: Project:

12. Seminar /workshop/conference attended after post graduation:
(Separate list may be enclosed)

13. If employed, details of employment:

Organisation	Duration	Position	Regular / Temp	Nature of duties

14. If employed, whether leave will be granted/ already granted:
(No objection certificate from the employer to be enclosed)

15. Specialized training (if any):

16. Scholarship/fellowship awarded for research (if any):

17. Qualified for NET/GATE/Other: Score: _____ Year: _____ (Enclose Certificate)

18. List of publications (if any):

19. Whether hostel accommodations required or not:

Declaration

I certify that the information given above are correct/true to the best of my knowledge. If anything is proved to be incorrect my admission may be cancelled. If admitted I shall abide by the Institute rules and regulations.

Date:

Place:
candidate

Signature of the

For Office Use Only

Verified by: Name _____ Signature _____

Date: _____ Designation _____

Recommended/Not Recommended:

Chairperson, Selection Committee

Date:

FORM - II

National Institute of Technology Meghalaya
(Application for a new supervisor/change of supervisor)
(To be filled by the scholar)

1. Name:
2. Department/ Centre:
3. Category (Please tick): Full time/ Part time/ Sponsored/ Project fellow
4. a) Name of Supervisor: _____ Department: _____
b) Name of Co-Supervisor: _____ Affiliation: _____
5. Date of Enrolment: _____
6. Ph.D. registration completed: Yes/No. If yes, Reg. No. _____ Date: _____
7. Title proposed at the time of submission of Plan of Research:
8. Stage of Research (Tick the relevant one): Literature survey/ Registration done/ Field work/ data collection/ Analysis/ Writing the thesis
9. Name of the new supervisor proposed:
10. Reason for the change sought (Tick relevant one): Supervisor's Leaving the Institute/ Long sickness/ Long leave (for more than 1 year)/ Superannuation/ Technical/ Demise/ Others (specify)

Signature of the Scholar
Date _____

For office use only

- a. Comments of existing supervisor/ co-supervisor (except in case of demise)

I do not have any objection to the change.

Signature of Supervisor/Co-supervisor

- b. Comment of the proposed supervisor/ co-supervisor

I agree to supervise the work.

Signature of New Supervisor/Co-supervisor

FORM-III

(Format for Sponsorship Certificate in Official Letter Head)

To

The Dean (Academic),
NIT Meghalaya

Sub: Sponsorship of Mr./ Ms _____
for Ph.D. programme at NIT Meghalaya

Dear Sir/ Madam,

Mr./Ms _____ who has been working in this organization as _____ is hereby sponsored for carrying out the Ph.D. work at NIT Meghalaya from the session _____ as a full time scholar.

The employee will be relieved from his/ her duties in the organization to join the Ph.D. programme.

Date:

Signature:

Place:

Name :

Designation:

Seal of sponsoring authority.

FORM-IV

Format for No-Objection Certificate from Employer in Official Letter Head

To,
The Dean (Academic),
NIT Meghalaya

Ref No:
Date:

Sub: No objection certificate

Dear Sir/ Madam

It is hereby certified that Mr./Ms _____ has been working in this organization as _____.

This organization has no objection to his/her being admitted to the Ph.D. programme at NIT Meghalaya from the session starting on _____ as a part-time scholar.

Date:

Place:

Signature:

Name:

Designation

Seal of competent authority.

Format for No-Objection Certificate from Principal Investigator

(In case of Project Fellows) in the official letter head of Principal Investigator)

Ref No:

Date:

To

The Dean (Academic)
NIT Meghalaya

Sub: No objection certificate

Dear Sir,

Certified that Mr./Ms. _____, is working as a _____ in the project _____ in the department / Centre _____ funded by _____ since _____. I have no objection in allowing him/ her to join the Ph.D. programme at NIT Meghalaya under the category of project fellow.

Further, he/ she will be allowed to carry out his/ her course work/ research work of the Ph.D. programme without hampering the project work.

Date:

Place:

Signature:

Name:

Designation

Seal of Principal Investigator

FORM-VI

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

(Ph.D. COURSE REGISTRATION FORM)

{To be filled by those candidates who are not exempted from course work}

Fee paid Receipt No: _____ **Date:** _____ **Semester:** Autumn/ Spring **Year** _____

1. Department/ Centre: _____
2. Enrolment No: _____
3. Name of scholar: _____
Category: _____
4. Name of Supervisor: _____
5. Co-Supervisor: _____
6. Semester: Autumn/ Spring No. of Semesters Completed: _____

Course Code	Course Title	Credit	Signature of Course Instructor

Copy to: Scholar/ Head of Department/ Supervisor/ Co-supervisor/ Academic Section

Sig. of Scholar Sig. of Supervisor Sig. of HOD Sig. of Dean(Academic)

FORM-VIII

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA
(Format of Progress report)

1. Semester: Autumn/Spring Year: _____
2. Period from _____ to _____
3. Name of the scholar:
4. Category (Full time/Part time/Sponsored/ Project):
5. Department/ Centre: _____
6. Date of admission:
7. Date of registration (if applicable):
8. Total no. of semesters completed:
9. Total no. courses and credits prescribed:
10. Total no. of courses and credits completed:
11. Area of research:
12. Progress of research (Separate sheet may be attached)
13. Expected date of completion:
14. Leave availed during this semester (if any):
15. Nature of Fellowship/Scholarship/Stipend received, if any:

Signature of Candidate:

Signature of Supervisor

16. Remarks of the Doctoral Committee:

17. Signature of D.C. Members:

<p>Approved by Chairman, DRC/CRC Signature _____ Date _____</p>
--

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA
(Application Form for Extension of Time for Submission of Ph.D. Thesis)
(To be filled in by the scholar)

1. Name:

2. Department:

3. Category (please tick): Full time/ Part time/ Sponsored/ Project Fellow

4. a) Name of Supervisor: _____

b) Name of Co-Supervisor: _____ Affiliation: _____

5. Date of admission:

6. Date of submission of Research Plan: _____ No. of Semester completed:

7. Title of the work:

8. Duration of extension sought:

9. Reasons for the extension sought:

10. Justification for the utilization of the extended time:

Forwarded by Supervisor
Signature

Signature of Scholar

Date: _____

Date _____

For Office Use only

Recommended by Chairman, DRC/CRC

Sig. _____ Date _____

Approved by, RC vide Resolution No. _____ date _____

Chairman, RC: Sign. _____ Date. _____

FORM-X**NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA***(Application form for change of Category)**(To be filled in by the scholar)*

1. Name:
2. School:
3. Department:
4. Category (please tick): Full time/Part time/Sponsored/Project fellow
5. a) Name of Supervisor_____
- b) Name of Co-Supervisor_____ Affiliation_____
6. Date of Admission: _____
7. No. of Semesters completed:_____
8. Details of Course work completed:

Course Code	Course Title	Credits	Name of Instructor	Grade Points

9. Change desired: a) Full Time to Part Time; b) Part Time to Full Time
10. Reasons for the change
11. If change is sought to full time category whether study leave will be allowed?
(Submit the No objection certificate from employer if employed)

Date:

Signature of Scholar

Forwarded by the Supervisor

Signature _____ Date_____

*For office use only***Recommended by Chairman, DRC/CRC:**

Signature: _____ Date_____

Signature of the Dean (Academic)

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

Ph.D. Synopsis submission form

1. Name of the Candidate:
2. Department/ Centre:
3. Name of Supervisor:
4. Name of the Co-Supervisor with his/ her affiliation:
5. Title of thesis:
6. Date of Pre-thesis submission seminar:

Signature of the Scholar

Signature of Supervisor

Recommendation of DRC/ CRC

Signature of Members of DRC/ CRC

Signature of Chairman, DRC/CRC

Place _____ Date_____



National Institute of Technology Meghalaya

(Format for Certificate of the Supervisor(s))

This is to certify that the thesis entitled _____
submitted by Mr./ Ms. _____ in partial fulfillment of the
requirements for the award of the degree of Doctor of Philosophy in
_____ is a record of research work carried out by him/ her under
my/ our supervision and guidance.

All help received by him/ her from various sources have been duly acknowledged.

No part of this thesis has been submitted elsewhere for award of any other degree or
diploma.

Signature of

Supervisor:

Designation:

Department:

Co-Supervisor:

Designation:

Affiliation:

National Institute of Technology Meghalaya

Ph. D. THESIS EXAMINER'S REPORT

1. Name of the candidate: _____
2. Department/ Centre: _____
3. Title of the thesis: _____
4. Name, designation and complete address of the Examiner: _____

The thesis has been examined by me and I recommend that: (please delete all except the one relevant)

- (a) The thesis is found suitable for oral defence evaluation without further examination or amendment.
 - (b) The thesis is found suitable for oral defence evaluation, subject to the corrections/ additions/ modifications suggested by me in the thesis as detailed in the attached report. This should subsequently be found to be satisfactory by the Oral Defence Examination Committee without further reference to me.
 - (c) The thesis is not suitable for oral defence evaluation, but the candidate be asked to re-submit the thesis in a revised form. Areas requiring major modifications are detailed in my attached report.
 - (d) The thesis is rejected.
6. If the thesis is recommended for acceptance whether:
- a) It is fit for publication by the candidate in its original form or in any modified form.
 - b) The thesis is of such outstanding merit that the institute would be justified in publishing it at its own cost.

Date: _____

Signature of the Examiner

Note: The report may be continued on additional sheets with signature of the examiner on each of the pages.

FORM-XV**National Institute of Technology Meghalaya****REPORT OF EXAMINERS OF ORAL DEFENCE EVALUATION COMMITTEE**

The examiners of Oral Defence Evaluation Committee (ODEC) certify that the thesis entitled _____
_____ submitted by _____
to the NIT Meghalaya in partial fulfillment of requirement of the Ph. D. degree in the discipline of _____ has been examined by us and we recommend that that the degree be awarded/ we recommend that the candidate be examined further on another date not later than _____ / the candidate has not performed to our satisfaction and does not deserve the degree of Ph. D.

Name & Signature of

Supervisor
Examiner

Co-supervisor

External

Date: _____

Forwarded to the Dean (Academic)

Memo No. _____

Signature of Head of the Department

Annexure-III

NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

STUDENTS' CONDUCT AND DISCIPLINARY CODE

Section 1 : Preamble

Section 2 : Title and Commencement

Section 3 : Objectives of the Code

Section 4 : Applicability of the Code

Section 5 : Responsibilities of the Students

Section 6 : Behaviour of the Students

Section 7 : Disciplinary Sanctions

Section 8 : Functionaries under the Code

Section 9 : Right to Appeal

Section 10: Assistance from Law Enforcement Agencies

Section 11: Grievance Redressal Committee

Section 12: Undertaking by the Students

Section 13: Opportunity for Hearing

Section 14: Ultimate Authority

Section 15: Amendments to the Code

Section 1: Preamble

To lay down appropriate rules and regulations to enforce discipline in the Campus that will be binding on all the students studying in the Institute.

Section 2: Title and Commencement

This Code is called as National Institute of Technology Meghalaya Students' Conduct and Disciplinary Code. The Code shall be deemed to have come into force from the date on which the Senate resolved to implement this Conduct and Disciplinary Code.

Section 3: Objectives of the Code

National Institute of Technology Meghalaya affirms that the sole purpose of this Institute is to produce high quality manpower in the fields of Science & Technology sound footing on basic science and engineering principles, technical skills, innovative research capabilities and exemplary professional conduct to lead and to use technology for the progress of mankind, adapting themselves to changing technological environment with the highest ethical values as the inner strength. The establishment and maintenance of this National Level Technical Institution is to carry on uninterrupted dissemination of knowledge. It is the place where both the teachers and the students are invariably dependent for the cause of maintaining order and discipline in that Campus facilitating advancement of the very objective of the Institute. Rules and regulations are therefore meant to mark the contours of this needed order and discipline. It is necessary that the Institute should cultivate higher values of honesty, integrity, responsibility, mutual respect for persons and property and respect for human rights among its students. In order to achieve this, the Student community should necessarily practice these values and see that the rules envisaged in this code are strictly followed so that their conduct will be in conformity with and supportive of and conducive to the Institute's very objective and cherished values.

Section 4: Applicability of the Code

The Code shall be applicable to all the students admitted to the Institute and including any academic programme, activity or event conducted by the Institute. It is the responsibility and duty of each and every student to become acquainted with all the provisions of the Code. It is presumed that every student from the date of his/her admission to the Institute to any academic programme/ activity/event has knowledge of this Code. All Students coming within the above categories are required to strictly adhere to this Code as a condition of their admission to the Institute and this Code would be binding on and enforceable against them or any among them.

Section 5: Responsibilities of the Students

It shall be the responsibility of the students-

- i. To read, become familiar with and adhere to this Code and any amendment brought to this Code.
- ii. To behave and conduct themselves in the Institute Campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees and elders.
- iii. To follow decent and formal dressing manners.
- iv. To foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the Institute.
- v. To access all educational opportunities and benefits available at the Institute and make good use of them to prosper academically and develop scientific temper.
- vi. To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- vii. To report any violation of this Code to the functionaries under this Code.

Section 6: Behaviour of the Students

1. Groupism of any kind that would distort the harmony is not permitted.
2. Students are expected to spend their free time in the Library/Reading Room. They shall not loiter along the verandahs or crowd in front of the offices or the Campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.
3. NIT Meghalaya Campus is a “Smoking free and Alcohol free Campus”. Possession or consumption of narcotic drugs, tobacco, alcohol and other intoxicating substances are strictly prohibited in the Campus and Hostels.
4. Silence shall be maintained in the premises of the Institute.
5. Students are not permitted to use mobile phones in the class room, Library, Computer Centre, Examination Halls, etc.
6. Students shall not indulge in any undesirable activity and shall maintain highest standard of discipline.
7. Students shall refrain from all activities considered as ragging which is a criminal offence.
8. Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostels.
9. Politically based students’ and other organizations or outfits are not allowed in the Campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
10. Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or Institute properties.

11. Unauthorized entry of outsiders into the campus as well as hostels is strictly prohibited. Without specific permission of the authorities, students shall not bring outsiders to the Institute or hostels.
12. No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets etc within the Campus or hostels. The possession, distribution or exhibition of any item by any means which is per se obscene is prohibited within the Campus or on any property owned/ managed by the Institute.
13. No one shall exhibit any type of banners, flags, boards etc. inside the campus, gates, buildings or on the compound walls.
14. No student shall collect money either by request or by coercion from others within the campus or hostels.
15. The Institute being a place of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, dharna, gherao, burning in effigy or indulge in anything which may harm the peaceful atmosphere of the Institution and shall eschew from violence in the Campus and hostels and even outside.
16. Engaging in gherao, keeping under captivity or illegally confining any official of the Institute is prohibited.
17. No student shall exert undue influence on fellow students.
18. Possession or usage of weapons, explosives or anything that causes injury/ damage to the life and limb or body of any human being or property is prohibited.
19. Rash or negligent driving of vehicles in the Institute premises is prohibited.
20. No student shall enter or leave the classroom when the session is on without the permission of the teacher.
21. Students charged with criminal offence or under suspension shall not enter the Institute Campus without the permission of the competent authority.
22. Any case of criminal activity or violation of law and order in the Institute Campus will be reported to the police.
23. Students shall only use the waste bins for dispensing waste materials within the Campus including classrooms, hostels, offices, canteen and messes.
24. Any conduct which leads to lowering of the esteem of the Institute is prohibited.

Section 7: Disciplinary Sanctions

Any student exhibiting prohibited behavior mentioned in this Code shall depending upon the gravity of the misconduct or depending on its recurrence be subjected to any of the following disciplinary sanctions. Any student who is persistently insubordinate, who is repeatedly or wilfully mischievous, who is guilty of fraud or mal-practice in connection with examinations or who, in the opinion of the competent authority, is likely to have an unwholesome influence on his/ her fellow students, will be removed from the rolls.

I. Minor Sanctions

- i. **Warning or Reprimand:** This is the least sanction envisaged in this Code. The student engaged in any prohibited behaviour will be issued a warning letter.
- ii. **Tendering Apology:** The student engaged in any prohibited behaviour may be asked to tender an apology for his/her act, undertaking that he/she shall not indulge in such or any of the prohibited behaviour in future.

II. Major Sanctions

- i. **Debarring from Examinations:** A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic programme for which he/she/they has/ have joined.
- ii. **Suspension:** A student may be suspended from the Institute for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspended period.
- iii. **Restitution:** Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the Institute or any property kept in the premises of the Institute in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the Institute or any property kept in the premises of the Institute due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.
- iv. **Forfeiture:** Caution deposit of any student engaged in any prohibited behaviour shall be forfeited.
- v. **Expulsion:** This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the Institute. Such a student will not be eligible for readmission to any of the courses of this Institute.

Section 8: Functionaries under the Code

i) Heads of the Departments/ Faculty Advisors/Chief Warden/ Wardens of Hostels:

As the persons in charge of the Departments/Hostels, the respective functionaries of all Teaching Departments and Hostels shall have the power and duty to take immediate action to curb any prohibitory behaviour as envisaged under this code. As these functionaries cannot single handedly manage the entire issues, they can assign part of the work to the teachers and the teachers of all the departments/wardens have the responsibility to inform any incident of prohibited behaviour to the Heads of the Departments/ Chief Warden so that any serious issue can be settled before the same goes out of control. The

Head of the Departments/ Chief Warden shall have the power to impose minor sanctions as envisaged under section 7(I) of this Code. They can also recommend imposition of major sanctions as envisaged under Section 7(II) of this Code to the Director. The Head of the Departments/ Faculty Advisors/Chief Warden/ Wardens of Hostels while taking any action as envisaged in the code shall do so in an impartial manner and see to it that the sanction imposed/proposed is commensurate with the gravity of the prohibited behaviour. Any lapse on the part of a teacher/ Warden to report any instance of violence and misconduct on the part of the students shall be reported to the Director by the respective Head of the Departments/Chief Warden. The Wardens of Hostels shall be responsible for maintaining strict discipline and decorum in the hostel. He/she shall specifically see to it that the inmates of the hostel do not involve themselves in violation of any clause under Section 6 of this Code.

ii) Deans

Any authority of the Institute with delegated powers shall have the power to visit/inspect any premises, buildings or any property of the Institute when there is a genuine doubt that any act of prohibited behaviour is taking place and can take any lawful actions to curb such behaviour. The HODs/ Faculty Advisors/Chief Warden/ Wardens of Hostels shall report to the Dean (Students) any instances of prohibited behaviour, who in turn shall bring it to the notice of the Director. The Dean (Students) shall forward the recommendations from the HODs/ Chief Warden to impose a major sanction under Section 7(II) of this Code to the Director after noting his observations. The Dean (Students) can also suo moto recommend action against any student/students indulging in prohibited behaviour which is brought to his/ her notice.

iii) Director

The Director shall be the ultimate authority in imposing major sanctions as envisaged under Section 7(II) against the students for acts of prohibited behaviour. The Director can also entertain any appeal from any student/students aggrieved by the action of any authority of the Institute under or subordinate to the Director and decide the case on merit.

Section 9: Right to Appeal

The student/students aggrieved by the action of any authority of the Institute under or subordinate to the Director can appeal to the Director and any student aggrieved by the action of the Director can appeal to the Senate. The decision of the Senate shall be final and binding on the students.

Section 10: Assistance from Law Enforcement Agencies

The Deans/ HoDs/ Chief Warden shall have the power and duty to call the Police immediately with the concurrence of the Director when there is a threat of Law and Order situation in the Campus and also when there is a genuine apprehension that any incident of

rioting, vandalism or any other act prohibited by law is likely to take place. The Deans/ HoDs/ Chief Warden shall in such a case give a detailed report to the Director. The Director/ Deans/ HoDs/ Chief Warden can also arrange for video recording of the entire situation and take requisite actions through police and other concerned authorities.

Section 11: Grievance Redressal Committee

The Institute will also set up “Grievance Redressal Committee” where the students can air their grievances. The Committee shall consist of the Deans/ HoDs/ Chief Warden and also members of the Parent Teacher Association. Till these committees are constituted, ad-hoc committees shall be formed by the Director.

Section 12: Undertaking by the Students

The students joining any academic programme of the Institute will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in this Code in letter and spirit and even if it is not given them as well, will be bound by the provisions of this Code.

Section 13: Opportunity for Hearing

No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the Student/ Students.

Section 14: Ultimate Authority

For all disciplinary matters related to students, the Director shall be the ultimate authority as provided herein.

Section 15: Amendments to the Code

The Senate of the Institute shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and faculty of the Institute through notice put on the notice boards of the Institute or through emails.

Annexure-IV**NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA
Laitumkhrach, Shillong-793003****GUIDELINES TO THE OPERATION OF SPONSORED RESEARCH
PROJECTS AND CONSULTANCY PROJECTS****A. SPONSORED RESEARCH PROJECTS:**

1. All Sponsored Research Projects (SRP) shall be proposed to funding agencies through the Institute. The Principal Investigator (PI) shall prepare the proposal and submit it to the funding agency through the Dean (R&D) with two additional copies for the Institute records. Once the Project is approved and the sanction letter is received from the funding agency, the PI shall send a copy of the sanction letter and a copy of the approved project proposal to the Head of the concerned department and Dean, Research and Development, for information and record.

1.1 Every Sponsored Project will have a Principal Investigator who will be responsible for formulating the project proposal, implementation and execution of the sanctioned project. The PI will handle all communications with the sponsoring agency after the project has been accepted. He/ She will write and submit intermediate and final reports and submit a statement of account and/or utilization certificate through the Finance Section of the Institute according to the guidelines of the funding agency.

1.2 The Principal Investigator shall submit the hard and soft copies of the final technical/project report submitted to the funding agency to the Dean (R&D) for record. The file will be closed but will be retained in the Office of the Dean (R&D) for 1 year at least, after completion.

2. Operation of Project Funds

2.1 There will be separate Institute Account for project funds. All funds received for projects will be deposited in this account. A separate section of the Finance Office with an officer as in-charge will assist the Dean (R&D) in administering the project funds.

2.2 Overhead Charges

The cost of a project will consist of Actual Expenses due to procurement of equipment, materials, payment to employees, external of consultants and students, transport etc. and the Institute Overheads. Usually, fifteen percent (15-20%) of the cost of the project will be charged as overhead payable to the Institute. The amount received on account of overhead charges will be administered by the Institute as follows:

- a. 25% of the fund will go to the Institute Development Fund
- b. 25% of the fund will go to the respective Department.
- c. 10% of the fund will go to the Employee Welfare Fund.

- d. The remaining 40% may be utilized by the Project Team for the professional development its members i.e. partial support for conference, membership of learned societies, enhancement of existing research facilities. Proper justification of the requirements shall be provided for utilization of the amount and all financial regulations shall be observed.

2.3 Actual Expenses

The Actual Expenses will cover the following costs related to a project:

- a. Major equipment to be procured as per usual sanction procedure laid down by the Institute.
- b. Consumable Materials to be used.
- c. Computational charges.
- d. Charges to be paid for the use of specific equipment in the departments, institute central facilities or other organizations.
- e. Contingency Expenses. These will normally cover –
 - i. Cost of supplies, stationery.
 - ii. Cost of books, journals, membership fees of professional societies, registration fee for conferences etc.
 - iii. Payment for typing and other office work to outside agencies, printing, photocopying etc.
 - iv. Postage and telephone (including phone deposit charges rentals and call charges of phones at the office or residences).
 - v. Hiring charges that are relevant to the project.
- f. Travelling expenses
 - i. Travel may be undertaken for site visits, field work, experimental works in other institutes, meetings outside the Institute, participation in Conferences/ Workshops/ Seminars in India. Travel abroad may be allowed if the guidelines of the funding agency have the provisions for it.
 - ii. TA/DA will be provided to the PI and his team as per Institute rules.
 - iii. Regular TA/DA rules of the Institute may be relaxed based on the merit of the case, if need arises, which may be decided upon by the Dean (R&D) with approval from the Director if deemed necessary.
- g. Salaries of project employees shall be paid as per project funding agency guidelines.

2.4 Selection

- a. Open selection will be held for all project positions of duration more than one and a half (1½) years.
- b. For positions of duration less than 1½ years, there will be an internal circular within or nearby Institutions. If suitable candidates are not available, then open selection will be made. In special situations, on the recommendation of the PI, short term job contracts for a period not exceeding six months may be given with the approval of the Dean (R&D).
- c. All project appointments will be contractual and on consolidated monthly compensation.
- d. Automatic transfer from one project to another either on completion or midway shall not be permitted.
- e. The maximum tenure of contractual appointment of a project staff will be for the remaining duration of the project or three years whichever is less.
- f. Selection of project staff shall normally be made as per the guidelines provided by the sponsoring agency, and as per Institute rules.
- g. Appointment letters shall be issued under signature of Registrar/Deputy Registrar with intimation to the Dean, R&D.

3. General guidelines for recurring project expenditure

- i. If a project has clear sanction for a specified period of time, the fellowship/honorarium may be paid in advance by the Institute even if the grant has not been received. Advance for any other expenses in the name of PI may be decided upon by Dean (R&D) with approval of Director. Any amount paid in advance will be adjusted immediately on receipt of the project fund.
- ii. No prior sanction/approval is necessary for the purchase of chemical/consumables/books up to Rupees Twenty five thousand (Rs. 25,000/-) provided sanction from the Funding agency was received for such purposes. The PI may act as self sanctioning authority and can place order, with information to the Finance Section of the Institute and Dean (R&D), directly to the vendors for the supply observing all financial rules. Further, for purchase of consumables up to Rs. 25,000/-, no quotation will be required provided the company from which the consumable items are procured is the sole distributor/manufacturer.
- iii. On emergency requirement, the PI can make spot purchase of necessary items to the tune of Rs. 20,000/- observing the financial rules.
- iv. Advance drawn for paying a supplier of consumables/ equipment, etc. should be in the name of the supplier.
- v. Where fieldwork happens to be an integral component of research some relaxation in disbursing T.A. and D.A. as mentioned in 2.3 f (iii) above may be allowed.

- vi. For buying books against sanctioned project fund the PI can place order for books with a vendor directly, with intimation to the Dean (R&D) and the Librarian. When the books arrive these shall be catalogued in the Library and then given to the PI. After the project is over the books will be kept in the departmental library with intimation to the Central Library.

4. Guidelines for selection of JRFs/SRFs and other research personnel (Technical Assistant, Research Associate etc.) for Research Projects

Note: These rules shall be applicable in the cases where the Funding agencies do not lay down any guidelines about selecting JRFs/SRFs, Research Associates, Project Fellows, etc.

4.1 JUNIOR RESEARCH FELLOWSHIP (JRF) PROJECT FELLOW

4.1.1 ELIGIBILITY

- a. Educational Qualifications:** A candidate seeking selection as JRF/Project Fellow must possess a postgraduate degree in the concerned discipline from a recognized Institute with a minimum of 55% marks in aggregate, provided the minimum cut-off mark is not specified by the funding agency. In case an applicant has some research experience due concession may be made.
- b. Desirable Qualifications:** The desirable qualifications will be specifically determined by the PI as per the needs of the project.
- c. Age:** The candidate shall not be more than 28 years of age for the award of Fellowship on the stipulated last date of receiving applications in response to advertisement. The upper age limit may be relaxed up to 5 years in the case of candidates belonging to SC/ST/OBC/Women and physically challenged applicants.

4.1.2 Selection Procedure

- a. Positions will be advertised in any of the national / regional newspapers and through other channels (such as by means of circulation of notices to various Universities and displaying in the NIT Meghalaya Website Homepage) at least three weeks prior to the dates on which the candidates are to appear for the personal interview.

Applicants who have already cleared the National Eligibility Test (NET) for JRFs conducted by UGC/CSIR/ICAR/DBT/ICMR or GATE and/or have experience in research appropriate for the project will be given due weightage.

- b. The screening of applications for calling candidates for interview will be done by a 'Screening Committee' consisting of the Principal Investigator (PI) and/or the Co-investigator of the project and one member of the faculty of the concerned department to be nominated by the Head of the Department.

c. The Dean, R&D shall constitute a selection committee in consultation with the PI as follows:

- | | | | |
|-------|------------------------------|---|----------------------------|
| (i) | Dean, R&D or his/her nominee | : | Chairperson |
| (ii) | Head of the Department* | : | Member |
| (iii) | Subject Expert | : | External Member# |
| (iv) | Principal Investigator | : | Member Secretary/ Convener |

*(If the HoD is the PI, one senior Faculty Member of the concerned or related department to be nominated by Dean, R&D).

#(External Member can be also from another Department within the Institute unless specified by the funding agency).

The Selection Committee has to be approved by the Dean, R&D. Subsequently the PI shall inform the Dean, R&D and Selection Committee Members about the date and time of the interview.

- d. During the interview the committee shall test the candidates' knowledge of the subject, aptitude for research, creative thinking and sincerity.
- e. Following the interview, a report on the selected and wait listed candidates will be submitted for the consideration and approval of the Dean, R&D.
- f. After the approval of Dean, R&D, the office of the Registrar will issue appointment letter(s) to the selected candidate(s).
- g. In general, the travel and accommodation expenses to the candidates called for interview shall not be paid and this information would be provided in the advertisement.
- h. The candidate is expected to join within 30 days from the date of issue of the letter of fellowship award, failing which the award shall be cancelled. However, in exceptional circumstances, the Dean (R&D) may grant extension provided the letter requesting extension is routed through the PI.

4.1.3 Fellowship and Tenure of JRF

The tenure and fellowship amount for the project staff per month shall be determined as per the rules and regulations of the funding agency. If nothing is mentioned, the fellowship amount shall be decided by the PI and approval for this shall be taken from the Selection Committee, with necessary intimation to the funding agency.

4.1.4 Upgradation of Junior Research Fellow (JRF) to Senior Research Fellow (SRF)

If nothing is mentioned in the funding agency rule book, then on completion of two years of the tenure, a Project Staff can apply for upgradation of the fellowship if the funding agency approves the same. For upgradation an Evaluation Committee may be constituted consisting as follows:

- | | |
|----------------------------|---------------|
| (1) Dean (R&D) or Nominee | : Chairperson |
| (2) Head of the Department | : Member |
| (3) External Expert | : Member |
| (4) PI | : Convener |

The project fellow needs to present a progress seminar on the work done before the Evaluation Committee. If the External Expert does not belong to the Institute, an assessment report on the progress of the work may be acquired from an expert outside the Institute.

4.2 SENIOR RESEARCH FELLOWSHIP (SRF)

4.2.1 ELIGIBILITY

- a. Educational Qualifications:** In case of direct recruitment, a candidate seeking selection as SRF must possess a Master's degree in concerned / related discipline from a recognized Institute with a minimum of 55% marks in aggregate and at least 2 years' research experience after Post Graduation (to be supported by certificate of experience). Candidates with an M. Tech degree can directly be selected as SRF.

The condition relating to the period of research experience may be relaxed in the case of exceptional research work or research publications by the candidate.

- b. Desirable Qualifications:** The desirable qualifications will be specifically determined by the individual project needs.
- c. Age:** The candidate shall not be more than 32 years of age on the stipulated last date of receiving applications in response to the advertisement. Upper age limit may be relaxed up to 5 years in the case of candidates belonging to SC/ST/OBC/Women and physically challenged categories.

4.2.2 SELECTION PROCEDURE

The selection procedure will be similar to the one laid down for the selection of JRF/Project Fellow. The candidate is expected to join within 30 days from the date of issue of the letter of fellowship award, failing which the award shall be cancelled. However, in exceptional circumstances, the Dean (R&D) may grant extension provided the letter requesting extension is routed through the PI.

4.2.3 Fellowship and Tenure of SRF

The tenure and fellowship amount for the SRF shall be determined as per the rules and regulations of the funding agency. If nothing is mentioned, the fellowship amount shall be decided by the PI and approval for this shall be obtained from the Selection Committee and necessary intimation regarding this shall be made to funding agency.

4.3 TECHNICAL ASSISTANTS (TAs)

4.3.1 ELIGIBILITY

- a. **Educational Qualifications:** A candidate seeking selection as a TA must be a graduate from a recognized Institute with one year's relevant experience / B. Tech. degree or other equivalent degree with a minimum of 50% aggregate marks.
- b. **Desirable Qualifications:** The desirable qualifications shall be specifically determined by the individual project needs.
- c. **Age:** The candidate shall not be more than 28 years of age for the award of TA on the stipulated last date of receiving applications in response to the advertisement. The upper age limit may be relaxed up to 5 years in the case of candidates belonging to SC/ST/OBC/Women and physically challenged applicants.

4.3.2 SELECTION PROCEDURE

The selection procedure shall be similar to those for the selection of the Project Fellow. The candidate is expected to join within 30 days from the date of issue of the letter of the fellowship award, failing which the award shall be cancelled. However, in exceptional circumstances, the Dean (R&D)I may grant extension provided the letter requesting extension is routed through the PI.

4.3.3 Fellowship and Tenure of TA

The tenure and fellowship amount for the project staff shall be determined by the rules and regulations of the funding agency. If nothing is mentioned, the fellowship amount shall be decided by the PI and approval shall be taken from the Selection Committee and necessary intimation regarding this shall be made to the funding agency.

4.4 RESEARCH ASSOCIATE (RAs)

4.4.1 Scope and objective

Opportunities and support should be provided to outstanding research workers to do research work independently at post-doctoral level. The main objective is to utilize the skills and competence of post-doctoral fellows for research at higher level of scholarship.

4.4.2 Eligibility

Research Associateships are intended for research workers preferably below the age of 40 years who have obtained a doctorate (Ph. D) degree from a recognized Institution, have published research work to their credit and have already shown evidence of independent research work.

Age relaxation up to a maximum of 5 years would be allowed to the candidates belonging to SC/ST/OBC/ Women candidates.

4.4.3 Selection

The procedure for advertising the position of Research Associates shall be the same as that of the JRF/ SRF. The formation of a screening committee for short listing the candidate shall also be the same as that of JRF and SRF.

The 'Selection Committee' shall be constituted by the Dean, R&D, in the same manner as that of for JRF and SRF.

For reimbursement of TA/DA to the candidate, the rule applied for JRF / SRF shall be followed.

4.4.4 Fellowship and Tenure of Research Associates (RAs):

The Research Associateship shall be awarded as per the rules/ guidelines/ approval of the funding agency.

4.5 Conditions of Award:

- a. If nothing is mentioned in the rule book, the Associate shall devote himself/herself to whole time research work and shall not accept any other part time employment during the tenure of the Associateship. However, his/her services could be utilized by the authority for teaching purposes provided it does not affect the research programme and he/she shall not accept any extra remuneration for this purpose.
- b. The Research Associateship will be tenable initially for the period as mentioned in the project.
- c. The Associate shall work under the supervision of a faculty member of the Institute. The Associate shall submit, through the Supervisor/Faculty with whom he/she is associated, half yearly progress report of his/her research work.
- d. If an Associate wishes to leave the Associateship before the end of tenure, it should be done with the prior notice to the Director/ Dean (R&D) through the PI.
- e. If the PI/ concerned faculty is not satisfied either with the progress of the research work or the conduct of the Fellow, the Institute may terminate the Associateship at any time without any notice and assigning any reason.
- f. The award of any fellowship (JRF/SRF/RA) does not imply any assistance or guarantee for subsequent appointment in T.U. to the beneficiary.
- g. The Associate may, in special cases, be allowed by the Institute leave without Associateship for a period not exceeding three months during the tenure of award on the recommendations of the supervisor/concerned faculty. The period of leave without Associateship shall count towards the tenure of Associateship.

5.1 House Rent Allowance

Institute will try to provide single / double seated hostel accommodation to all Project Staff. In case, the accommodation cannot be provided by the Institute, they shall be entitled to House Rent Allowance (HRA), if provided for in the Project, as per the guidelines of the Institute.

5.2 Medical Facilities

Medical facilities shall be available to the Project staff at par with the bonafide students of the Institute

5.3 Leave rules

Leave for a maximum period of thirty days in a year in addition to general holidays may be taken by a Project Staff with necessary approval from the PI.

APPLICATION FORM FOR THE RESEARCH POSITION (JRF/SRF/RA)

1. Name of the applicant: _____
2. Present Postal Address (*Pin Code, Phone, Fax & e-mail*)

3. Father's / Husbands Name:
4. Mother's Name:
5. Permanent Residential Address (*Pin Code, Phone, Fax & e-mail*)

6. Nearest Railway Station for undertaking the Journey _____
7. (i) Date of birth _____
(ii) Age in years(On the date of application) _____
(iii) Sex: Male / Female
(iv) Nationality:
8. Category: SC/ ST/ OBC
If OBC, state Creamy layer/ Non-creamy layer
(Please attach a photo copy of the caste certificate issued by competent authority)

9. a) Academic Qualifications:

Examination Passed	Board/University	Year	Subjects	% of Marks / Grade & Division

- b) Whether qualified NET/GATE (details should be provided):
 - c) Awards/ Honors Received
 - d) Participation in Seminar / Conferences /Workshop
 - e) Research Publications (important reprints should be enclosed)
10. Have you had any scholarship/fellowship before applying for this award? (If so, please give details of the scholarship/ fellowship)
 11. Title of Ph.D. thesis (for RA position) name of the guide and an abstract of Ph.D. thesis in about 500 words (in a separate sheet as annexure) may be submitted.

12. Extracurricular activities:

13. Name and address of three referees not related to the candidate but is aware of the candidate's work:

1.

2.

3.

Place:

Date:

(Signature of the Applicant)

For Office Use Only

Application for SERIAL No.:

Category:

Date of Receipt of application:

Signature

B. CONSULTANCY PROJECTS:

NIT Meghalaya encourages the faculty members to undertake consultancy projects as a part of their academic duties. Such projects, in addition to providing financial incentives to the individuals enrich his / her professional knowledge. Moreover, consultancy projects augment the Institute resources, promote Institute-Industry alliance and contribute to the social economic development.

1. Each Consultancy Project will have a Principal Consultant who will be responsible for-
 - i. Formulating the project proposal which may include-
 - (a) Planning of the work to be done,
 - (b) Estimating costs according to guidelines provided in a later section, and
 - (c) Identifying other consultants, if necessary.
 - ii. Execution of work.
 - iii. Handling all communications with the clients after the project proposal has been accepted.
 - iv. Writing of intermediate and final reports according to the project proposal.
 - v. Making recommendations to the Dean (R&D) regarding expenditure from the project funds and disbursement of funds to participants in the consultancy project.
- 2 Appointment of Principal Consultant: Industrial organizations usually approach the Institute for consultancy work through a faculty member or a functionary of the Institute (i.e. Head, Dean or Director). When a faculty member is approached for the work, he will be the Principal Consultant. If he does not wish to be the Principal Consultant or if the project is referred to a functionary, Principal Consultant would be identified through appropriate discussions and appointment will be made by Dean (R&D).
- 3 The project proposal prepared by the Principal Consultant will be forwarded to the client by the Dean (R&D).
4. In extreme emergencies, a consultant may take up an assignment with intimation to the Dean (R&D), and then seek approval.
5. The Institute normally requires the cost of the project to be deposited by the client, in full, before the work commences. However, based on needs of the client and circumstances, the Institute may permit commencement of work with payment to be made as per agreed upon milestones.

All payments from clients will be received by the Institute and expenditure and disbursements made through normal Institute procedures.

6. After the initial deposit has been made by the client, R&D Office will assign a job number to the project and inform the same to the client, Principal Consultant and the Head of the concerned Department. This completes the process of initiation of a consultancy project. The above job number must be quoted in all subsequent correspondence.

The Project file will be closed with the submission of the final project report and disbursement of fees to consultants and others.

7. Utilisation of the resources generated:

The resources earned by a teacher through consultancy should be divided between the teacher and the institution in the manner give below.

- i. Amount received up to 30% of the monthly gross salary (basic salary + grade pay + DA + Academic Allowance) – 90% will go to the faculty member and 10% will go to the Employee Welfare Fund.
- ii. Amount received beyond 30% and up to the monthly gross Salary – 65% will go to the faculty member, 25% will go to the Institute Development Fund and 10% will go to the Employee Welfare Fund.
- iii. Amount received beyond the monthly gross salary – 50% will go to the faculty member, 40% will go to the Institute Development Fund and 10% will go to the Employee Welfare Fund.

8. **SERVICE TAX ON CONSULTANCY FEES:**

Service Tax is compulsory on all consultancy services. The rate of service Tax in force now is 12.24% of the total consultancy fees. Service Tax is to be paid by the party which obtains the services i.e. the clients. So, it is essential that the coordinators of the consultancy projects inform the clients the amount payable by the clients as Service Tax in addition to the consultancy charge. For example, if the consultancy fee charged to the clients is Rs. 100/-, the clients will also pay an additional amount of Rs. 12.24 as Service Tax so collected will be deposited in to the Govt. accounts of central Excise Department.

9. **GENERAL GUIDELINES FOR ENGAGEMENT OF PROJECT STAFF**

(The rules and regulations shall be same as for Sponsored Projects)

- a. There should be provision of appointment of project staff in the project sanctioned by the funding agency.
- b. Funds should be available for project staff in the project OR there should be commitment from the funding agency for providing funds for project staff. In the latter case, appointments will be made only after the receipt of funds.
- c. If the above two conditions are satisfied, then appropriate appointment procedure among the following may be adopted:
 - i. Open selection by wide publication of the advertisement in at least one local newspaper and issuing a circular within the Institute. Advertisement may also be sent to other educational institutions.
 - ii. In special and exigent situations – direct appointment for duration up to 6 months on ad-hoc basis.

However, other appropriate appointment procedures may also be adopted if the terms and conditions of the funding agency so demand.
- d. The Principal Investigator (PI) will write to the DORD seeking approval for initiating the process of appointment stating/enclosing:
 - i. The position(s) to be filled
 - ii. Educational qualifications required and

iii. Scale of pay

In case of c(i) above –

- iv. a committee to shortlist candidates to be called for interview (min. of 3 members, with the PI as the convenor)
- v. a draft of the advertisement/circular.

In case of c(ii) above –

- vi. Description of exigency for direct appointment.
- vii. Bio-data of the person(s) to be appointed directly.
- viii. Recommendation of a committee with at least three members examining the candidature.

Annexure-V

National Institute of Technology Meghalaya

B. Tech Programme Curriculum Structure

Structure:

Minimum Credit Requirement	: 170
Science Courses (Minimum) (Maths-15, Physics-5, Chemistry-5, Environmental Sc.-3, Elective-3)	: 31
Engineering Core Courses (Minimum) (Workshop-2, Drawing-3, Basic Electrical-4, Basic Electronics-4, Mechanics-3, Computing-4)	: 20
Departmental Core Courses (Minimum)	: 53
Departmental Elective Courses (Minimum)	: 20
Project Work	: 12
Humanities & Social sciences (Minimum) (Language/Literature-3, Management-3, Finance & Accounts-3, Ethics-2, Elective-3)	: 14
<u>Open Elective Courses (Min)</u>	<u>: 20</u>
Total-	170

Compulsory Non-credit Courses:

Summer Internship	: 6 weeks (minimum)
NCC/ NSS/ NSO	: 25 hours (minimum)

Notable Features:

- Average credit requirement per semester is about 21.
- Due weight to science courses by keeping the minimum credit requirement for science courses as 31 which constitute 18% of the total credits.
- Provision for minimum one elective course in science.
- Minimum credit requirement for Humanities & Social Sciences courses is 14. There is also provision for minimum one elective course in HSS.
- Minimum of 20 credits for Open Elective courses, in addition to 6 credits for Science and HSS electives, to allow for breadth knowledge and to help developing inter-disciplinary interests.

Example Curriculum: Computer Science & Engineering

Science Courses : 31

- Mathematics: 15
 1. Advanced Calculus 3-1-0: 4
 2. Linear Algebra 3-0-0: 3
 3. Modern Algebra 3-0-0: 3
 4. Probability Theory & Stochastic Processes 3-0-0: 3
 5. Mathematics Laboratory 0-0-2: 2
- Physics: 5
 1. Physics 3-0-0: 3
 2. Physics Laboratory 0-0-2: 2
- Chemistry: 5
 1. Chemistry 3-0-0: 3
 2. Chemistry Laboratory 0-0-2: 2
- Environmental Sc: 3
 1. Environmental Science 3-0-0: 3
- Science Electives: 3
 1. Elements of Modern Biology 3-0-0: 3
 2. Physics of Materials 3-0-0: 3
 3. Introduction to Material Science 3-0-0: 3

Engineering Core Courses : 20

1. Engineering Workshop 0-0-4: 2
2. Engineering Drawing 1-0-4: 3
3. Principles of Electrical Engineering 3-0-2: 4
4. Basic Electronics 3-0-2: 4
5. Engineering Mechanics 3-0-0: 3
6. Introduction to Computing 3-0-2: 4

Departmental Core Courses : 53

1. Data Structures 3-1-2: 5
2. Computer Organization 3-1-2: 5
3. Discrete Mathematical Structures 3-1-0: 4
4. System Software 2-0-2: 3
5. Operating Systems 3-0-2: 4
6. Database System 3-0-2: 4
7. Principles of Programming Languages 3-0-2: 4
8. Data Communication 3-0-2: 4
9. Computer Networks 3-0-2: 4
10. Compiler Design 3-0-2: 4
11. Analysis & Design of Algorithms 3-0-0: 3
12. Theory of Computation 3-0-0: 3
13. Software Engineering 3-0-2: 4
14. Software Systems Laboratory 0-0-2: 2

Departmental Elective Courses (Min)**: 20**

1. Artificial Intelligence	3-0-0: 3
2. High Performance Architectures	3-0-0: 3
3. Computer Graphics	3-0-2: 4
4. Advanced Algorithms	3-0-0: 3
5. Digital Image Processing	3-0-2: 4
6. Computer Vision	3-0-2: 4
7. Computational Geometry	3-0-0: 3
8. Complexity Theory	3-0-0: 3
9. Embedded Systems	3-0-2: 4
10. Data Mining & Data Warehousing	3-0-0: 3
11. Software Engineering	3-0-2: 4
12. Mobile Computing	3-0-0: 3
13. Soft Computing	3-0-0: 3
14. Cloud Computing	3-0-0: 3
15. Natural Language Processing	3-0-0: 3
16. Data Compression	3-0-0: 3
17. VLSI Design	3-0-2: 4
18. E-Commerce	3-0-0: 3
19. Cryptography & Network Security	3-0-0: 3
20. Web Technology	3-0-2: 4

(Plus any other course of level 300 and above
offered by the department and recommended by it)

Project Work**: 12**

1. Minor Project	: 4
2. Major Project	: 8

Humanities & Social sciences**: 14**

1. English for Communication/ Literature	3-0-0: 3
2. Foundations of Management	3-0-0: 3
3. Financial and Accounting Methods	3-0-0: 3
4. Ethics	2-0-0: 2
5. Elective:	3-0-0: 3
a. Basic Economics	
b. Elements of Sociology	
c. Elements of Psychology	
d. Elements of Behavioural Science	

Open Elective Courses**: 20**

(Any course of level 300 and above offered by the
various departments and recommended by CSE department)