1. **I have taken admission, when do I have to come to the Institute?**

You have to come to the Institute to attend the orientation programme on **21st August 2023**. The schedule will be shared by Students’ Welfare Office in the institute website.

1. **How would I know about my hostel and when I can come?**

Hostels facility will be made available from **17th August 2023 onwards.**

1. **When will classes start?**

Scheduled Classes will be starting from **21st August 2023**

1. **Which is the classroom for 1st year students?**

You can check the classroom in the class time table.

1. **How can I get the class timetable?**

Class time table is uploaded in the Institute Website ([Class Time table](https://www.nitm.ac.in/uploads/4e9da66100bdc204476badcda94e1478.pdf) )

1. **How would I get to know about curriculum/syllabi of department courses?**

[**https://www.nitm.ac.in/**](https://www.nitm.ac.in/) **> Department & Centres > All Departments > (Civil/Computer Science/Electrical/ Electronics & Communication/Mechanical Engineering) > Courses & Syllabi > M.Tech/M.Sc Courses**

1. **How can I get the books?**

Books are available in the Library (Academic Block building). Library card will be provided to you.

1. **How can Institute help for availing educational loan?**

Academic section will provide you the following documents which are required for availing educational loan.

a) Bonafide certificate b) Fee structure for the Programme

1. **Who is my Faculty Advisor?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Department** | **Name of Faculty Advisor for M.Tech 1st Year** | **Email id** | **Mobile No.** |
| Civil Engineering | Dr. Debabrata Podder | [debabrata.podder@nitm.ac.in](mailto:debabrata.podder@nitm.ac.in%20) | 94021-02430 |
| Computer Science & Engineering | Dr. Bunil K Balabantary | [bunil@nitm.ac.in](mailto:bunil@nitm.ac.in%20) | 94851-85916 |
| Electronics & Communication Engineering | Dr. Salam Shuleenda Devi | [sshuleendadevi@nitm.ac.in](mailto:sshuleendadevi@nitm.ac.in%20) | 97744-42307 |
| Electrical Engineering | Dr. Ksh Milan Singh | [milan.singh@nitm.ac.in](mailto:milan.singh@nitm.ac.in%20) | 94021-02390 |
| Mechanical Engineering | Dr. Biplab K Debnath | biplab.debnath[@nitm.ac.in](mailto:subhendu.maity@nitm.ac.in) | 94851-77053 |

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| --- | --- | --- | --- |
| **Department** | **Name of Faculty Advisor for M.Sc 1st Year** | **Email id** | **Mobile No.** |
| Physics | Dr. Alekha Ch. Nayak | [alekhanayak@nitm.ac.in](mailto:alekhanayak@nitm.ac.in%20) | 80099-60899 |
| Chemistry | Dr. Naba Kamal Nath | [nabakamal.nath@nitm.ac.in](mailto:nabakamal.nath@nitm.ac.in%20) | 94021-02396 |
| Mathematics | Dr. Manideepa Saha | [manideepa.saha@nitm.ac.in](mailto:manideepa.saha@nitm.ac.in%20) | 94851-77032 |

1. **Who is my HoD?**

|  |  |  |  |
| --- | --- | --- | --- |
| **Department** | **Name of HoD** | **Email id** | **Mobile No.** |
| Civil Engineering | Dr. Hriday Mani Kalita | [hod.civil@nitm.ac.in](mailto:hod.civil@nitm.ac.in) | 94851-77064 |
| Computer Science & Engineering | Dr. Surmila Thokchom | [hod.cse@nitm.ac.in](mailto:hod.cse@nitm.ac.in) | 94851-77016 |
| Electronics & Communication Engineering | Dr. Prabir Kumar Saha | [hod.ec@nitm.ac.in](mailto:hod.ec@nitm.ac.in) | 94851-77005 |
| Electrical Engineering | Dr. Shaik Affijulla | [hod.ee@nitm.ac.in](mailto:hod.ee@nitm.ac.in) | 94851-77024 |
| Mechanical Engineering | Dr. Kishore Debnath | [hod.me@nitm.ac.in](mailto:hod.me@nitm.ac.in) | 94021-02378 |

1. **How can I get all the updated information?**

Any academic updates will be published in the Student e-notice board on the website. **(**[**https://www.nitm.ac.in/students\_notice**](https://www.nitm.ac.in/students_notice)**)**

1. **How do I know the yearly academic process?**

You can follow the academic calendar uploaded on the Institute website. Academics>Academic Calendar **(**[**Academic Calendar**](https://www.nitm.ac.in/p/academic-calendar)**)**

1. **What are the attendance criteria?**

PG Ordinance may be referred

<https://www.nitm.ac.in/uploads/432f4c9064873810fc5a8e4917e7d03b.pdf>

1. **What are the exams that I have to appear in the first year?**

The evaluation process shall be of continuous nature.

The Evaluation Scheme is as follows,

1. Internal Assessments comprising of minimum 2 Class Tests (30 marks) and Assignments (20 marks).

2. Mid Term Examination (50 marks).

3. End Term Examination (100 marks)

**Total marks: 200 marks**

1. **What is meant by “Credit”?**

For the meaning of “Credit”, PG Ordinance may be referred <https://www.nitm.ac.in/uploads/432f4c9064873810fc5a8e4917e7d03b.pdf>

1. **How much credit do I have to clear during my programme?**

**Minimum Credit Requirement: 64 (M.Tech) & 75 (M.Sc)**

For Details: (**https://nitm.ac.in>Departments and Centres> Courses & Syllabi> M.Tech/M.Sc Courses**)

1. **If I am unable to attend any exam then what will happen?**

In normal case, there will not be any consideration except if there is any medical/exceptional case, you have to contact your Faculty Advisor and HoD.

**Absence from examination:** A student’s grade in a course shall be marked I (Incomplete) if he/ she is absent from an end-term examination of that course under any of the following circumstances:

1. Death of a parent/spouse/child/brother/sister/first cousin.
2. His/her serious ailment requiring bed rest as certified by District Medical Officer.
3. He/she is representing the Institute on official directives of the Institute authority.
4. 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.
5. **What is the grading system?**

Relative grading is followed for the grading of the students. The grades awarded are:

**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/Fail

For details, you can refer to [Ordinance-I Academic Programme (Post Graduate)](https://www.nitm.ac.in/nitmeghalaya/ckfinder/userfiles/files/Ordinance-I%20Academic%20Programme%20(Under%20Graduate)(1).pdf)

1. **What will happen if I am not doing well in exams?**

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 Courses.

c. The student fails to complete the Programme in the minimum number of semesters prescribed for that Programme.

1. **VERY IMPORTANT POINTS TO BE NOTED:**

**1. Maximum Credit per Semester:** The maximum credits allowed to register in a semester including backlog courses (which are floated in the current semester), **cannot exceed 25 credits**. However, in addition, lab courses and project works may be allowed beyond 25 credits on approval of the Chairman, Senate. For detailed information, you can refer to **Ordinance-I Academic Programme (Post Graduate)**.

**2. Eligibility for Award of Degree:** For a student to be eligible for award of the relevant degree 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.

3. **Period of Candidature:** Subject to modifications made by the Senate, the period of candidature for M. Tech/ M.Sc programme is,

Minimum – 4 semesters

Maximum – 8 semesters

1. **Who is our Chief Warden, Hostel warden and caretaker?**

Chief Warden: Dr. P.Sudeep Mangang

Email id. [chief\_warden@nitm.ac.in](mailto:chief_warden@nitm.ac.in)

Mob no. 9485177004

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hostel Name** | **Address** | **Boarders** | **Caretaker** | **Warden** |
| **Kench’s Trace Boys Hostel** | Ghora Line, Upper Bishnupur - 793004, Shillong | PG Boys (all) | Arwan Kharsohtun [caretaker.kt@nitm.ac.in](mailto:caretaker.kt@nitm.ac.in)  94365-08997 | Dr. Pradeep Kumar Rathore [pradeeprrathore@nitm.ac.in](mailto:pradeeprrathore@nitm.ac.in)  9485177062 |
|
| Motinagar Girls Hostel | Spring Side, Lumsohphoh, Motinagar  Shillong-793014 | PG Girls (all) | holinessdohtdong56@gmail.com  <caretaker.mgh@nitm.ac.in> | Dr. Needhi Kotoky  Mb. No:9864583232 [needhikotoky@nitm.ac.in](mailto:needhikotoky@nitm.ac.in) |

1. **If I am having any medical problem, to whom should I contact?**

Institute Doctor sits in the Institute Doctor’s chamber which is located beside Canteen / Lecture Hall.

1. **If I am having any problem, whom should I contact?**

|  |  |  |  |
| --- | --- | --- | --- |
| Academic related issues | Academic Office  (Dean's Block) | [academic.office@nitm.ac.in](mailto:academic.office@nitm.ac.in) | 0364-2507330 |
| Fee Remittance, Scholarship, Attendance, Leave | Student’s Welfare Office (Dean's Block) | sw.office@nitm.ac.in |
| Mess Refund, Hostel related issues | Chief Warden Office  (Dean's Block) | cw.office@nitm.ac.in |

**“Wish You All a Happy and a Very Fruitful Association with NIT Meghalaya.”**