NIT Meghalaya
Admission to B. Tech programme
Frequently Asked Questions

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

2. **How would I know about my hostel and when I can come?**
   Hostels facility will be made available from **14th August 2023 onwards**.

3. **When will classes start?**
   Scheduled classes will be starting from **21st August 2023**, **1st class is at 9AM**.

4. **Which is the classroom for 1st year students?**
   Group A (CS + EC + EE) : Lecture hall (Beside Canteen)
   Group B (CE + ME)   : CR-5 (beside Deans' block)

5. **How can I get the class timetable?**
   The Class Timetable is uploaded on the Institute Website (**Class Timetable**)

6. **How would I get to know about curriculum/syllabi of department courses?**
   https://www.nitm.ac.in/ > **Department & Centres** > **All Departments** > **(Civil/Computer Science/Electrical/ Electronics & Communication/Mechanical Engineering)** > **Courses & Syllabi** > **B.Tech Courses**

7. **How can I get the books?**
   Books are available in the Library (Academic Block building). Library card will be provided to you.

8. **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

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

Department	Name of Faculty Advisor	Email id	Mobile No.
Civil Engineering	Dr. Smrutirekha Sahoo	smrutirekha.sahoo@nitm.ac.in	94021-02410
Computer Science & Engineering	Dr. Soumen Moulik	smoulik@nitm.ac.in	94851-85997
Electronics & Communication Engineering	Dr. Satyendra Singh Yadav	satyendra@nitm.ac.in	96929-75494
Electrical Engineering	Dr. Sanjoy Debbarma	sanjoy.debbarma@nitm.ac.in	94851-77007
Mechanical Engineering	Dr. Maneswar Rahang	maneswar_rahang@nitm.ac.in	94021-02355

10. **Who is my HoD?**

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

11. **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**)

12. **How do I know the yearly academic process?**
You can follow the academic calendar uploaded on the Institute website. Academics>Academic Calendar (**Academic Calendar**)

13. **What are the attendance criteria?**
UG Ordinance may be referred.
(https://www.nitm.ac.in/uploads/c88b95ba089ae89a7798e5d9bae15dfa.pdf)

14. **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

15. **What is meant by "Credit"?**
For the meaning of "Credit" UG Ordinance may be referred
(https://www.nitm.ac.in/uploads/c88b95ba089ae89a7798e5d9bae15dfa.pdf)

16. **How much credit do I have to clear during my programme?**
Minimum Credit Requirement: 160
For Details: (**https://nitm.ac.in>Departments and Centres> Courses & Syllabi> B.Tech Courses**)

17. **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:
i. Death of a parent/spouse/child/brother/sister/first cousin.
ii. His/her serious ailment requiring bed rest as certified by District Medical Officer.
iii. He/she is representing the Institute on official directives of the Institute authority.
iv. 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.

18. **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
https://www.nitm.ac.in/uploads/c88b95ba089ae89a7798e5d9bae15dfa.pdf

19. **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.

20. <u>**VERY IMPORTANT POINTS TO BE NOTED:**</u>

    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 (Undergraduate) Clause No- E16**.

    2. Programme Restart: If a student is unable to earn at least 60% 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.

    3. Unsuccessful Exit: 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 cannot be earned in the remaining period (maximum no. of semesters) without exceeding the maximum credits allowed per semester.

    4. Minimum requirement for allowing the student to register the courses of a subsequent semester:
    (i) To register for the 5th semester, the student has to earn all the credit requirements of the 1st semester along with minimum 40 credits over 1st to 4th semesters
    (ii) To register for the 6th semester, the student has to earn all the credit requirements of the 2nd semester along with minimum 50 credits over 1st to 5th semesters.
    (iii) Similarly, the student has to earn all the credit requirements of the 3rd and 4th semesters along with minimum 60 credits over 1st to 6th semester and minimum 70 credits over 1st to 7th semesters in order to register for the corresponding 7th and 8th semesters

    5. 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.

    6. **Period of Candidature:** Subject to modifications made by the Senate, the period of candidature for B. Tech programme is,

    > Minimum – 8 semesters
    > Maximum – 12 semesters

21. **What is the procedure to change the branch after taking admission?**
    The Institute allows the 1st Year students to branch change after the 2nd semester based on the following criteria:
    (i) Minimum 8.00 CGPA upto 2nd Semester without any backlog.
    (ii) No branch will have lesser than 80% of the sanctioned strength after branch change.
    (iii) No branch will exceed the 10% of the sanctioned strength of students in a branch.

22. **What is the procedure to apply for Tuition fee remittance?**

    i. During admission, you are required to pay the full semester fees.
    ii. Tuition Fee remittance is only applicable to students who have successfully taken admission.
    iii. Upon commencement of classes, a notification on fee remittance will be issued and upon verification of the income proofs submitted, the tuition fees of the eligible students will be adjusted in the next semester fees.
    iv. The most economically backward students (whose family income is less than 1.00 lakh per annum), shall get full remission of the tuition fee.
    v. The other economically backward students (whose family income is between 1.00 to 5.00 lakh per annum) shall get remission of 2/3rd of the tuition fee.

23. How can I get scholarship?

You can apply through the National Scholarship Portal (**https://scholarships.gov.in/**)

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

Chief Warden: Dr. P.Sudeep Mangang
Email id. chief_warden@nitm.ac.in
Mob no. 9485177004

Hostel Name	Address	Boarders	Caretaker	Warden
Lapalang Girls Hostel - I	C/o S. Shyrmang, Dong Mawbynra Near New Sub Station Lapalang-793006, Shillong	UG Girls (all)	Sujita Shallam caretaker.lg@nitm.ac.in 87876-90407	Dr. Pushpa Devi bishnulatpam.pushpa@nitm.ac.in 94851-77025
Samanjanai Boys Hostel-Polo	Saman Janai Boys Hostel Polo Hills, Shillong 793001	UG 1st Year Boys	Mr. Sanpyniar Pathaw caretaker.po@nitm.ac.in 97745-65890	Dr. Bidyasagar Kumbhakar bkmath@nitm.ac.in 94021-02386
STANDBY (if cannot be accommodated in Lapalang-II Hostel)				
Lapalang-II Boys Hostel	Lapalang, Pdengshnong, Shillong-793006	UG 1st Year Boys	Mr. Big Bose Dkhar caretaker.l2@nitm.ac.in 90891-44045	Dr. Shravan Kumar Bandari shravnbandari@nitm.ac.in 70933-28329

25. 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.

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

Academic related issues	Academic Office (Dean's Block)	academic.office@nitm.ac.in	
Fee Remittance, Scholarship, Attendance, Leave	Student's Welfare Office (Dean's Block)	sw.office@nitm.ac.in	0364-2507330
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."