

FREQUENTLY ASKED QUESTIONS

Post Graduate Programs (M Tech / MMS)

MNIT JAIPUR

ACADEMIC MATTERS

1. What is the maximum duration of P.G programs ?

Ans. The normal duration for the completion of the PG programs will be 4 semester for full time students and 6 semester for part time student. Maximum duration will be 6 semester for full time students and 10 semester for part time students. The maximum duration of the programs includes the period of withdrawal, absence and different kinds of leave permissible to a student. However, it will exclude the period of rustication.

2. What is to be done if I fail to register for courses, to be taken in a particular semester, on the scheduled date?

Ans. Every student who joins the first year of the PG program shall complete the registration procedure on a specified registration date prior to the commencement of the classes. Under special circumstances, a student may be allowed late registration by the Dean, AA till a specified date, by paying the late fee fixed by the Institute, along with other necessary fees. In-absentia registration may be allowed in a semester other than the first only in rare cases at the discretion of the Dean, AA, in case of illness or any other contingencies.

3. What is the minimum number and maximum number of credits I can register for?

Ans. For M.Tech. degree :

A full-time student shall be allowed to register for courses not less than a total of 20 credits and not exceeding a total of 29 credits in any semester.

A part-time student shall register for courses having not less than a total of 8 credits and not exceeding a total of 15 credits in any semester excepting the Dissertation.

For M.B.A degree:

A full-time student shall be allowed to register for courses having not less than a total of 18 credits and not exceeding a total of 28 credits in any semester.

A student may register for credits as per requirements of a particular PG program. But on the recommendation of the Department, Dean, AA may allow an increase in number of credits normally once during the entire program for fulfilling the requirements of minimum earned credits. A student shall have the option to add or delete courses from his/her registration record during the first ten days of the semester.

4. What is the Grading System of marking?

Ans: A student is evaluated for his/her academic performance in a course through tutorials, practical, home work assignments, term papers, field work, seminars, quizzes, Mid-Term Examinations (MTE), and the End-Term Examination (ETE). All evaluations of different components of a course are done in marks for each student. The marks of various components are then, reduced to approved weightage (indicated in the scheme of Teaching and Examination) and added to get total marks secured on a 100-points scale. The academic performance of a student is then graded on a ten-point scale. **The grades are normalized for the whole class to obtain normal distribution (Gaussian Distribution) as far as possible.** The letter grades and their equivalent grade points are listed below.

STRUCTURE OF GRADING OF ACADEMIC PERFORMANCE

Academic Performance	Grades	Grade Points
Outstanding	A+	10
Excellent	A	9
Very Good	B+	8
Good	B	7
Average	C+	6
Below Average	C	5
Marginal	D	4
Poor	E	2
Very Poor	F	0
Audit	AU	-
Incomplete	I	-
Withdrawal	W	-
Continued Project	X	-
Non completion of Course Requirement	Z	-

5. What is normalization of grades?

Ans. The law of nature says that the distribution of grades of a given class sample size should follow a normal distribution (Gaussian Distribution). However, due to reasons such as very difficult question paper, or very easy question paper, or very tough marking or very easy marking etc., the actual distribution may not fall in normal distribution. Hence, there is a need for a correction.

Thus, the final grades could be lower or higher that those were shown to you through the answer books.

6. What is SGPA and CGPA?

Ans. The letter Grades awarded to a student in all the courses (except audit courses) shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) to be calculated by following the procedures given below.

Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

Where

- C_i = Number of credits earned in the i^{th} course of a Semester for which SGPA is to be calculated.
 P_i = Grade point earned in i^{th} course.
 i = 1,.....n, represent the number of courses in which a student is registered in the concerned semester

$$CGPA = \frac{\sum_{j=1}^m C_j P_j}{\sum_{j=1}^m C_j}$$

Where

- C_j = Number of credits earned in the j^{th} course of Semester for which CGPA is to be calculated.
 P_j = Grade point earned in j^{th} course. A grade lower than D (i.e. grade point < 4) in a course shall not be taken into account.
 j = 1,.....m, represent the number of courses in which a student was registered and obtained a grade not lower than D upto the semester for which CGPA is to be calculated.

7. What is the meaning of Scrutiny of Grades?

Ans. A student may apply for scrutiny of grades to the Chairman, DRC (Departmental Research Committee), by paying the specified fees within three days from the date of scheduled display of grades. A Scrutiny Committee consisting of the Chairman, DRC, the concerned Chairman of the Grade Moderation Committee and the Course Coordinator may check the entry of the weightage from different components of evaluation and their addition, the addition of marks in the final answer scripts and unchecked questions, if any. The results of scrutiny may lead to either a change in grade due to mistake(s) in any of the aspects scrutinized by the committee or the grade may remain unchanged. The scrutinized results will be intimated to the Academic Section within three days from the date of receiving the application in the Department.

8. What are Attendance rules?

Ans. A post graduate student must have a **minimum attendance of seventy five percent** of the total number of classes including lectures, tutorials and practical held in a subject in order to appear at the End- Term Examination for that course.

A student should meet the above attendance requirement irrespective of the number of days, he/she is on medical and/or other leave for any reason whatsoever. The students with short attendance shall be awarded F grade irrespective of their performance in Class Work (CWS)/Mid-Term Examinations (MTE), etc.

9. What are the Attendance Requirement for Scholarship/Assistantship?

Ans. The payment of scholarship / assistantship to a student of a two-year M. Tech. program shall be made on the basis of his/her attendance in the courses registered in a semester and his/ her fulfilling the requirements of weekly work- hours assigned to him/her. Sixty percent (60%) of the amount of scholarship/ assistantship shall be made on the basis of monthly attendance of a student and the rest forty percent (40%) on the basis of weekly work-hours. The deduction from the scholarship/assistantship due to absence in class or non-fulfillment of the weekly work- hours assignment shall be made on pro-rata basis.

10. What steps are to be followed if I am unable to appear in the End-Term examination due to medical illness?

Ans. If a student is absent during End-Term Examination of a course due to medical reasons or other special circumstances, he/she may apply for the award of 'I' grade to the Chairman, DRC of the concerned Department offering the course, through the Course Coordinator and Program Advisor, provided that he/she has attended 75% of the classes held . The Chairman, DRC may grant this request under intimation to the Academic Section. A second examination shall be held normally within ten days of the last day of End-Term Examination to convert 'I' grade to proper letter grade not exceeding 'B'. Under special circumstances, due to the student's inability to be present at the institute during ten day period following the last day of End-Term Examination, the Dean, AA, on the

recommendation of the concerned Chairman, DUGC, may extend the period for conversion of I-grade as mentioned above , to the first week of the next Semester.

The application for second examination on medical grounds should be supported by a Medical Certificate of the Institute Medical Superintendent or in his/her absence by the Medical Officer of the Institute. If, however, a student is outside the Campus at the time of illness or a mishap/accident, his/her application should be supported by a Medical Certificate issued by a Medical Officer of the rank of the Deputy Chief Medical Officer or above, of the concerned District. **In such a case you should keep all the original records of medical prescriptions, pathology, report, X-Ray, receipt of purchases of medicines etc. to support your claim.** The Institute reserves the right to accept or reject such an application and the decision of the Dean, AA shall be final in this respect.

In special cases and on the specific recommendation of the Institute Medical Superintendent, a student may be permitted to appear in his/her regular examination in the Institute Hospital.

A student who fails to appear in the Mid- Term Examination due to sudden illness or mishap/ accident and is supported by Medical Certificate as above, may be allowed to take another examination with the permission of the concerned Chairman, DRC.

11. What do you mean by Withdrawal from a course?

Ans. A student can withdraw from a course, if he finds himself incompatible with the course, within one week from the end of the first Mid-Term Examination under the advice of his/her Program Advisor by applying on a prescribed form through the Chairman, DRC, to the Dean, AA. If his request for withdrawal is granted, it will be recorded in the registration record of the student and the concerned Course Coordinator will be informed about it. The student will be awarded a withdrawal grade (W) at the end of the Semester.

12. What is Semester Withdrawal ?

Ans. In case of a student is unable to attend classes for more than 20 working days in a Semester (due to medical reason or any contingency), he/she may apply to the Dean, AA through Chairman DRC, for withdrawal from the Semester, which shall mean withdrawal from all the registered courses in the Semester. However, such application shall be made under the advice of the Programme Advisor, as early as possible , but at least seven clear days before the start of the End-Term Examination. Partial withdrawal from the semester shall not be allowed.

Any application on medical grounds shall be accompanied with a medical certificate from the institute Medical Officer. A certificate from a registered medical practitioner containing the registration number may also be accepted in those cases where a student is normally residing off campus or becomes ill while away from the Institute.

13. What is Course Audit?

Ans. A student may register to audit a course on the advice of the Faculty Adviser. However, it will not be counted towards minimum earned credits for a given program.

A student registered for an audit course may be awarded an AU grade if his attendance is more than 75%.

A student registered in a course may request for conversion to audit registration in that course within one week from the end of the first Mid- Term Examination and this change will be recorded in the registration record and the Grade sheet.

14. What are the requirements for continuation of the registration?

Ans. For M.Tech. degree:

Full Time:

SGPA \geq 5.5 at the end of first Semester and CGPA \geq 5.5 with valid credits not less than 75% of the credits registered in a semester.

Part Time:

SGPA \geq 5.5 at the end of first Semester and CGPA \geq 5.5 with valid credits not less than 8 per Semester.

For M.B.A degree:

SGPA \geq 4.0 at the end of first Semester and CGPA \geq 4.5 with valid credits not less than 75% of the credits registered in a semester.

The credits for the courses in which a student has obtained 'D' (minimum passing grade for a course) grade or higher shall be counted as credits earned by him/her.

15. What is the minimum CGPA required for the award of degree?

Ans. For M.Tech degree:

A student may be awarded the degree of M.Tech. on completion of the program within the prescribed maximum duration, if his/her CGPA is not less than 5.5 after earning a total of 88-96 credits and he /she has satisfactorily completed other requirements, if any.

For M.M.S. degree:

A student will be awarded a degree on the completion of the program if he/she has secured a CGPA of not less than 5.0, and has earned a total course credits of 102 for M.M.S. degrees within the approved maximum duration, and has completed other requirements, if any.

16. What is the meaning of 'S' grade and 'U' grade?

Ans. For the Dissertation of two-year M. Tech. Programs, 'S' grade awarded in the third Semester shall be deemed as the Dissertation progressing satisfactorily. A student having 'U' grade for unsatisfactory progress in the Dissertation in the third semester, shall not be

awarded a grade higher than B+(B Plus) in the Dissertation after its final evaluation in the fourth Semester or in a subsequent semester.

17. What to do if I get 'E' or 'F' grade in any of the courses? Is there a provision for back papers ?

Ans. The 'E' and 'F' grades denote poor and very poor performance, i.e. failing a course. 'F' grade is also awarded in case of poor attendance . A student has to repeat all compulsory (core) courses in which she/he obtains either 'E' or 'F' grades, until a passing grade is obtained. However, if 'E' or 'F' grade is awarded to a student in Project, he/she will not be eligible to repeat the same and will not be eligible for the award of degree.

For the other (elective) courses in which 'E' or 'F' grades have been obtained, the student may take the same course or any other course from the same category. Further, 'E' and 'F' grades secured in any course stay permanently on the grade card. The weightage of these grades is not counted in the calculation of the CGPA, however, these are counted in the calculation of the SGPA.

18. What should I do if I am unable to complete the Project work/Dissertation due to medical reason or any technical reason?

Ans. A student who is unable to complete his/her Project due to medical or technical reason may be awarded an 'X' grade on the recommendation of an Evaluation committee consisting of (i) Head of the Department or his/her nominee; (ii) Chairman, DRC or his/her nominee, and (iii) Supervisor(s) of the Project/Dissertation. The student concerned shall have to present his/her work to the Evaluation Committee for the Project , 4 to 6 weeks before the beginning of the next semester. A student who has been awarded an 'X' grade shall be required to formally register for the next Semester and pay the requisite fees.

The following guidelines shall be used for the award of the 'X' grade:

(i) Number of times 'X' grade may be awarded shall be as under:
For Full-time students : One

For Part - time students : Two

(ii) Grounds for award of 'X' Grade:

'X' grade will be awarded in exceptional circumstances beyond student's/supervisor's control. Normally, the following grounds may be considered for the award of 'X' grade:

(a) Medical grounds to the satisfaction of the Institute Medical Officer and the approval of the Dean, AA.

(b) Technical reasons/grounds such as the Supervisor/Equipment not being available.

- (c) **For Part-time Students only:** For long period assignment, on the written request of the employer of the student concerned, 'X' grade on this ground will be awarded once during the entire period of the study of the student. If the valid period of absence is more than half of the duration of a semester, the student will apply for withdrawal.

19. Under what circumstances my enrolment can be cancelled?

Ans.

1. Termination of Enrolment due to Absence:

Continuous absence of a student from the classes for more than four weeks without informing the Chairman DRC, will render his name to be struck-off the rolls of the Institute. Such cases shall be brought to the notice of the Academic Section by the Course Coordinator/Head of the Department .

2. Termination of Enrolment on Academic Grounds:

The enrolment of a student may be terminated on academic grounds, if a student is unable to complete the PG program within the maximum duration .

In case of M.Tech. Program:

A Full Time Student may be allowed to register for the next semester if he/she has cleared not less than 75% of course credits registered in that semester, and has secured a SGPA of not less than 5.5 at the end of the first semester, and a CGPA of not less than 5.5 at the end of the subsequent semesters. The registration of a student will be terminated and he/she will be asked to leave the program in case he/she is unable to fulfil the above requirements.

A Part Time Student shall have to clear a minimum of 8 credits per semester provided that his/her SGPA is not less than 5.5 at the end of the first semester and a CGPA of not less than 5.5 at the end of the subsequent semesters , for continuation of registration.

In case of M.M.S. for the continuation in the program, a student shall have to' earn not less than 12 credits in a previous semester and a SGPA of not less than 4.0 at the end of the first semester and a CGPA of not less than 4.5 at the end of the subsequent semesters. The registration of a student shall be terminated and he/she will be asked to leave the program in case he/she is unable to fulfill the above requirements.

3. Termination of Enrolment on Disciplinary Grounds:

The enrolment of a student may be terminated on disciplinary grounds, in accordance with the Standing Orders for the Students.