

# **ORDINANCES AND REGULATIONS**

**for**

## **MASTER OF TECHNOLOGY (M.TECH) PROGRAM**



**CENTRE FOR ADVANCED STUDIES**  
**( Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P.)**

**INDEX**  
**ORDINANCES**

Clause	Topic	Page No.
O.1	Name of the Degree Program	4
O.2	Abbreviation	4
O.3	Duration of program	4
O.4	Credits to be earned	4
O.5	Credit Distribution	4
O.6	Eligibility for admissions	4
O.7	Number of Seats	4
O.8	Assistantship (Fellowship/Scholarship)	5
O.9	Award of Degree	5
O.10	Academic Events	5
O.11	Exception	5

## REGULATIONS

Clause	Topic	Page No.
R.1	Categories of Admission	6
R.2	Eligibility for Admission	6
R.3	Selection for Admission	7
R.4	Registration & Enrollment	7
R.5	Course Coordinator	7
R.6	Faculty Advisor	7
R.7	Class Committee	7
R.8	Duration of the Program	7
R.9	Assessment Procedures	7
R.10	Make-up Examinations	8
R.11	Attendance	8
R.12	Minimum Requirement to Continue the Program	9
R.13	Eligibility for the Award of M.Tech. Degree	9
R.14	Leave Rules	9
R.15	Discipline	9
R.16	Power to Modify	9
	Appendix A: Evaluation of performance	10
	Appendix B: Student Code of Conduct	13
	Appendix C: Guidelines for Conversion of CGPA Of Courses	14

# **ORDINANCES**

## **M.Tech. program**

### **O.1 Name of the Degree Program**

- Master of Technology

#### **With Suffix, if any**

- in ..... (name of the discipline) OR
- in...(name of the discipline) with specialization in ....(name of the specialization)

**Example:** Master of Technology in Computer Science and Engineering with specialization in Cyber Security

### **O.2 Abbreviation**

- Master of Technology is abbreviated as M.Tech.
- Centre for Advanced Studies, Dr APJ Abdul Kalam Technical University, Lucknow is abbreviated as **CAS**.
- Board of Studies is abbreviated as **BOS**.

**O.3 Duration:** The minimum and maximum duration of these programs are two and three years respectively. Each year consists of two semesters, and also summer and winter terms.

### **O.4 Credits to be Earned**

- The students have to earn minimum of 60 credits for the award of Master of Technology degree.

### **O.5 Credit Distribution**

- Credits should be evenly distributed in across semesters to the extent possible and some credits may also be assigned to Summer term.

### **O.6 Eligibility for admissions**

- **Master of Technology:** Candidates who have qualified for the award of Bachelor's degree in relevant Engineering/Technology from a recognized University or Institute in an appropriate discipline are eligible to apply for admission to the M.Tech. program. Exact eligibility criteria will be as prescribed in the regulations **R.2** and approved by the Academic Council. Changes if any may on approval from Academic Council, be notified by Director, CAS from time to time and announced by the Institute for admission in each year. The admission of the candidate is subject to approval by the Director, CAS and this shall be reported to the Academic Council.

### **O.7 Number of Seats**

- The number of seats shall be as approved by the Academic Council with reservations as per Institute norms.

### **O.8 Assistantship (Fellowship/Scholarship)**

- Institute assistantships will be available to all GATE qualified students, as per prevailing norms.
- Assistantships from external funding organizations may be available as per terms and conditions of the concerned funding organizations.

However, continuation of the assistantship/fellowship is subject to satisfactory performance of the assigned duties and satisfactory progress of the student in the M.Tech Programme.

### **O.9 Award of Degree**

- Award of the M. Tech. degree shall be in accordance with the CAS regulations in relation to the requirements of the given program.

### **O.10 Academic Events**

- The dates of academic events scheduled during the academic session shall be specified in the academic calendar.

### **O.11 Exception**

- Any exception to above clauses will require approval of the Academic Council.

# **REGULATIONS**

## **M.Tech. Program**

### **R.1 Categories of Admission**

a) Candidates will be admitted to the M.Tech. program of the Institute under the following categories:

- i) **Regular full-time** candidates.
- ii) **Full time sponsored** candidates by the Government/Semi Government/Government funded autonomous institution/Public sector units/Reputed multinational industries/ Reputed national industries/R&D Organizations/National laboratories.

### **R.2 Eligibility for Admission**

**R.2.1** The minimum educational qualification for admission to the **M.Tech. program** is as follows:

a) Candidates who have qualified for the award of Bachelor's Degree in relevant Engineering / Technology or Master's Degree in Computer Applications (for only relevant courses) with at least 60% score or equivalent CGPA vide **Appendix C** and, who have qualified and have a valid score in Graduate Aptitude Test in Engineering (GATE) are eligible to apply for admission to the M.Tech. programs.

or

b) Candidates who have qualified for the award of Bachelor's Degree in Engineering / Technology through distance education/ correspondence mode and having valid GATE score are also eligible to apply for admission to the M.Tech. program.

or

c) A candidate having Bachelor's Degree in Engineering / Technology and sponsored by a recognized R&D organization, academic institution, government organization or industry is eligible to apply for M.Tech. program on a full-time basis. The Institute does not provide any assistantship to such students.

**R.2.2** The Institute will decide on the number of seats for various specializations/ Departments. Seats are reserved for SC, ST, OBC as per the Government of UP rules. However, to be considered for admission, they should have qualified in GATE / University examination for M.Tech and should satisfy other requirements.

**R.2.3** Separate decision regarding the Number of Sponsored candidates to be admitted to M Tech program will be notified by Director, CAS after due approval from Academic Council on case to case basis.

**R.2.3** The candidates should have passed the qualifying examination from any institution located in U.P. **or** whose parents (either or both) are domicile of U.P subject to the eligibility conditions given in the Rules **R.2**. If the candidate has passed qualifying examination from outside U.P., he/she has to produce domicile certificate of his/her parents (**Father OR Mother only**) at the time of verification of the document.

**R.2.4** The number of seats for the candidates from outside U.P. who does not come under **R.2.3** and have valid GATE score, will be decided by Academic Council. If these seat remains vacant after the first registration date than those seats will be given to the candidates who follow **R.2.3**.

### **R. 3 Selection for Admission**

**R.3.1** For Regular Students: For the admission to M.Tech. program under regular category, CAS shall prepare a selection merit list of candidates based on GATE scores and after interview/verification of documents.

**R. 3.2** For Sponsored Students: Sponsored students will have to undergo a written test which will be organized by CAS. Based on interview and performance on written test a separate merit list will be prepared for sponsored students.

**R.3.3** In all matters concerning the admission of candidates, or where rules are at variance with each other, the decision of the Academic Council shall be final.

### **R.4 Registration & Enrollment**

**R.4.1** Each academic session is divided into four terms: an odd semester (mid of July – mid of December), an even semester (mid of January – May), one summer term (June – mid of July) and one winter term (mid of December – mid of January). The students can use these both summer and winter terms for Industries/Research training, workshops, conferences with the prior permission of Director, CSA.

**R.4.2** The enrollment for the first semester will take effect after the payment of prescribed fees. From the second semester onwards, all the students have to register for the courses on the first week of the beginning of the semester as per the Institute guidelines or as per the dates decided by the Institute. The student will become eligible for registration only if he/she satisfies **R.12** and in addition he/she has cleared all dues to the Institute, Hostel and the Library up to the end of the previous semester, provided he/she is not debarred from registration by the Institute on disciplinary grounds. If the student fails to register during the specified period, the student has to pay the fine as per Institute norms. The students also have to do thesis registration for the required number of credits (as described in the curriculum) every semester. If the student fails to register during the specified period, the student has to pay the fine as specified in the Institute norms.

### **R.5 Course Coordinator**

A course coordinator will be appointed for each course in M.Tech. program by the Director, CAS.

### **R.6 Faculty Adviser**

To help students in planning their courses of study and for getting general advice on the academic program, Course Coordinator shall appoint a faculty member as a Faculty Advisor for each group of students.

### **R.7 Class Committee**

The execution of the courses offered under the M.Tech. program will be monitored by the class committee constituted by the Director, CAS.

### **R.8 Duration of the Program**

The minimum and maximum durations for M.Tech program is of two years.

## **R.9 Assessment Procedures**

**R.9.1** Every stream of specialization in the programme will have a curriculum and syllabi for the courses **approved by the BOS of concern department/course and Academic Council.**

**R.9.2 Registration of a course:** A student can only register a course if he/she has already successfully completed its prerequisite courses.

**R.9.3 Letter Grades:** Letter grades will be used in evaluation of performance of students in all academic activities for which he/she has registered in a semester for M.Tech program.

**R.9.4 Definitions:** The definitions of credit, grade, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) for these programs will be as specified in *Appendix A*.

### **R.9.5 Performance Evaluation:**

The assessment of lecture and/or tutorial based courses shall be continuous. Two minor examinations may be conducted during the semester besides a major examination. In addition, a combination of assignments, projects, in class quizzes, seminars, class presentations and other tasks may be used for training and assessing the students. **The assessment scheme shall be announced in the class by the teacher at the beginning of the semester and this shall be confirmed during the first class committee meeting.**

**R.9.6 Reexamination:** If a student is awarded E or F grade in any core courses then, the student can get a chance to reregister that course in Summer term on the permission of Director, CAS.

### **R.9.5 Project/Thesis work:**

A continuous evaluation process will be followed to evaluate the project/thesis work progress to award letter grades for the credits assigned to project/thesis component. Guide allocation should be done by the course coordinator in consultation with the faculty advisor. The assessment should include evaluation by the thesis/research supervisor(s), one or more presentation(s) to a Committee appointed by the course coordinator and the final thesis presentation in terminating semester. The composition of committee will be as follows:

- (a) Faculty advisor.
- (b) One faculty from the same discipline (preferably senior faculty) - Member
- (c) One faculty from other institute – External member
- (d) Thesis supervisor – Member

A student is deemed to have completed a course successfully and earned the specified credits if he/she secures in the course a letter grade A to D.

Student can also opt for industry based project on the approval of course coordinator and the thesis assessment will be done by committee assigned for the thesis evaluation.

## **R.10 Makeup Examination**

**R.10.1** Students who have missed the quizzes, minor examinations for any genuine reasons, the teacher may allow the students for makeup.

**R.10.2** No makeup examinations will be conducted for major examination.

## **R.11 Attendance**

The minimum attendance requirement is 75% for a student to pass a course, unless otherwise specified by the course Instructor. A student who has an attendance lower than 75% whatever



may be the reason for the shortfall in attendance will not be permitted to appear in the major examination and will be awarded F grade in the course in which the shortfall exists.

### **R.12 Minimum Requirement to Continue the Program**

A student must maintain a minimum CGPA of 5.0 for M.Tech., to continue the program. If the CGPA of any student falls below than required CGPA, the student will be placed in academic probation (The assistantship of the student will be stopped for next semester) and an advisory note will be issued. If the CGPA continues to be less than 5.0 in the following semester also, then he/she shall be terminated from the program. Similarly, if the progress of the thesis work (in the case of M.Tech.) is reported to be not satisfactory, the student will be placed in academic probation and an advisory note will be issued. If the student does not improve the progress in the following review meeting and happens to get again 'not satisfactory' grade, her/his registration may be canceled from the M.Tech. program at CAS.

### **R 13. Eligibility for the Award of M.Tech. Degree**

Student shall be declared to be eligible for the award of M.Tech. degree if he/she:

- has registered and successfully completed all the academic requirements including prescribed courses and the Thesis.
- successfully acquired the minimum number of CGPA (5.0) for both the program, M.Tech., vide **R12** prescribed in the curriculum within the stipulated time.
- submitted no dues to the Institute, Library and Hostels.
- has no disciplinary action pending against him/her.

### **R.14 Leave Rules**

Course coordinator shall sanctions all types of leaves on recommendation of the Supervisor/Faculty Advisor. The students are eligible for 15 days of vacation leave at the end of academic year. The unutilized leave from the first year cannot be carried over to the second year. Other leaves are categorized as-

- **Ordinary Leave:** A student is eligible for 15 days of casual leave in a year, except for gazetted holidays and Sunday. A maximum of 5 days of such leave is allowed to avail at a stretch.
- **Academic Leave:** A maximum of 10 days of leave to attend conferences/seminars/workshops/trainings/short-term courses is permissible in a academic year.
- **Medical Leave:** Student shall be granted medical leave in case of prior intimation through email/fax or through any personal, to the Director/ the Dean immediately. A maximum of 15 days of medical leave can be granted considering the rules for attendance. A proper medical certificate is required to avail these leaves.

### **R.15 Discipline**

The students should strictly follow the 'Student Code of Conduct' as given in *Appendix B*.

### **R. 16 Power to Modify**

Notwithstanding all that has been stated above, the Academic Council has the right to modify any of the regulations from time to time.

## **EVALUATION OF PERFORMANCE**

The grading reflects a student's own proficiency in the course. While relative standing of the student is clearly indicated by his/her grades, the process of awarding grades is not based upon fitting performance of the class to some statistical distribution. The course coordinator and associated faculty for a course formulate appropriate procedure to award grades that are reflective of the student's performance *vis-à-vis* instructor's expectation

**Grade points:** The grades and their equivalent numerical points are listed in table 1:

**Table1. Evaluation of candidates shall be on the basis of grade system**

<b>Grade</b>	<b>Grade points</b>	<b>Description</b>
A (+)	10	Outstanding
A	9	Excellent
B (+)	8	Very good
B	7	Good
C (+)	6	Average
C	5	Below average
D	4	Marginal
E	2	Poor
F	0	Very poor

The performance of a student will be evaluated in terms of two indices, viz. the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester, Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time.

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits register in the semester}}$$

$$CGPA = \frac{\text{Points secured} = \text{Course credit} \times \text{earned credit}}{\text{Cumulative points secure in all passed course}} \\ \text{Cumulative earned credits}$$

An example of these calculations is given in table 2(a) and table 2(b).

*Table 2(a). Typical academic performance calculations - I semester*

Course no.	Course credits	Grade awarded	Earned credits	Grade points	Points secured
(column 1)	(column 2)	(column 3)	(column 4)	(column 5)	(column 6)
MCSXXX	5	C (+)	5	6	30
MCYXXX	4	C	4	5	20
MCSXXX	4	A (+)	4	10	40
MCSXXX	2	B (+)	2	8	16
MCSXXX	4	E	0	2	8

Credits registered in the semester (*total of column 2*) = 19

Earned credits in the semester (*total of column 4*) = 15

Points secured in this semester (*total of column 6*) = 114

Points secured in this semester in all passed courses (*total of column 6 & A-D grade*) = 106

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits register in the semester}} = \frac{114}{19} = 6.000$$

$$CGPA = \frac{\text{Cumulative points secure in all passed course}}{\text{Cumulative earned credits}} = \frac{106}{15} = 7.067$$

*Table 2(b). Typical academic performance calculations - II semester*

Course no.	Course credits	Grade awarded	Earned credits	Grade points	Points secured
(column 1)	(column 2)	(column 3)	(column 4)	(column 5)	(column 6)
MCSXXX	5	B (+)	5	8	40
MCSXXX	4	A	4	9	36
MCYXXX	2	B	2	7	14
MCYXXX	4	C (+)	4	6	24
MICXXX	4	A (+)	4	10	40

Credits registered in the semester (*total of column 2*) = 19

Earned credits in the semester (*total of column 4*) = 19

Points secured in this semester (*total of column 6*) = 154

Points secured in this semester in all passed courses (*total of column 6 & A-D grade*) = 154

$$SGPA = \frac{\text{Points secured in the semester}}{\text{Credits register in the semester}} = \frac{154}{19} = 8.105$$

$$CGPA = \frac{\text{Cumulative points secure in all passed course}}{\text{Cumulative earned credits}} = \frac{106 + 154}{15 + 19} = 7.647$$

**Semester performance:** SGPA = 8.105

**Cumulative performance:** CGPA = 7.647

## **STUDENT CODE OF CONDUCT**

1. Each student shall conduct himself, both within and outside the campus of the Institute, in a manner befitting a student of an Institute of National importance. No student is expected to indulge in any activity which tends to bring down the prestige of the Institute. Each student shall show due respect and courtesy to the teachers, administrators, officers and employees of the Institute; and, good neighborly behaviour to fellow students. They should also pay due attention and courtesy to the visitors and residents of the campus.
2. Lack of courtesy and decorum; unbecoming conduct (both within and outside the Institute); willful damage or removal of Institute property or belongings of a fellow student; disturbing fellow students in their studies; adoption of unfair means during examinations; breach of rules and regulations of the Institute; noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct of students.
3. Violation of the Code of Conduct of students by any student, shall invite disciplinary action and may merit punishment, such as reprimand, disciplinary probation, fine, being debarred from examination, debarring the use of placement services, withholding of grades, withholding of degree, cancellation of registration and even dismissal from the Institute.
4. The Instructor-in-Charge of a course shall have the power to debar a student from the examination in which the student is detected to be using unfair means. The Instructor /Tutor shall have the power to take appropriate action against a student who attempts to misbehave in the class.
5. Ragging, in any form, is strictly prohibited and any violation shall be considered as a serious offence, leading even to dismissal from the Institute.
6. The Academic Council shall constitute a Standing Committee to investigate the alleged misdemeanour reported and recommend a suitable course of action. The Academic Council shall also prescribe the procedure for dealing with the recommendations of this Committee. Violation of the Code of Conduct of students, by a student or a group of students can be referred to this Committee by any student or a teacher and the Director, CAS or any other functionary of the Institute.
7. In very exceptional circumstances, the Director, CAS, Academic Council may appoint a Special Disciplinary Committee to investigate and/or recommend the action to be taken in case of any act of gross indiscipline involving a large number of students which may tarnish the image of the Institute.
8. The case of a defaulting student recommended for dismissal from the Institute shall ordinarily be referred to the Academic Council for its final decision.
9. A defaulting student who feels aggrieved with the punishment awarded may prefer an appeal to the Director, CSA, Academic Council stating clearly the reasons why the punishment should not be awarded. The Academic Council shall prescribe the procedure to process such an appeal.
10. A student, who is found guilty of some major offence may not be recommended by the Academic Council to the Board of Governors for the award of a degree/diploma/certificate even if all the academic requirements have been satisfactorily completed by the concerned student.

**Appendix C** (Refers to Para  
**R.2.1.** of Ordinances and  
Regulation for M Tech. at CAS)

## **GUIDELINES FOR CONVERSION OF CGPA OF COURSES**

**Percentage =  $10 \times \text{CGPA} - 7.5$ ,**