

सरदार वल्लभभाई राष्ट्रीय प्रौद्योगिकी संस्थान सूरत

Sardar Vallabhbhai National Institute of Technology Surat

Academic Regulations

for

Bachelor of Technology (B.Tech.)

Master of Technology (M.Tech.)

Dual Degree Program (B.Tech. + MBA)

Five Years Integrated M.Sc. Programmes

Master of Technology (Research) (M.Tech. (R))

Doctor of Philosophy (Ph.D.)

Effective from 2023-24 onwards

With NEP 2020 Implementation



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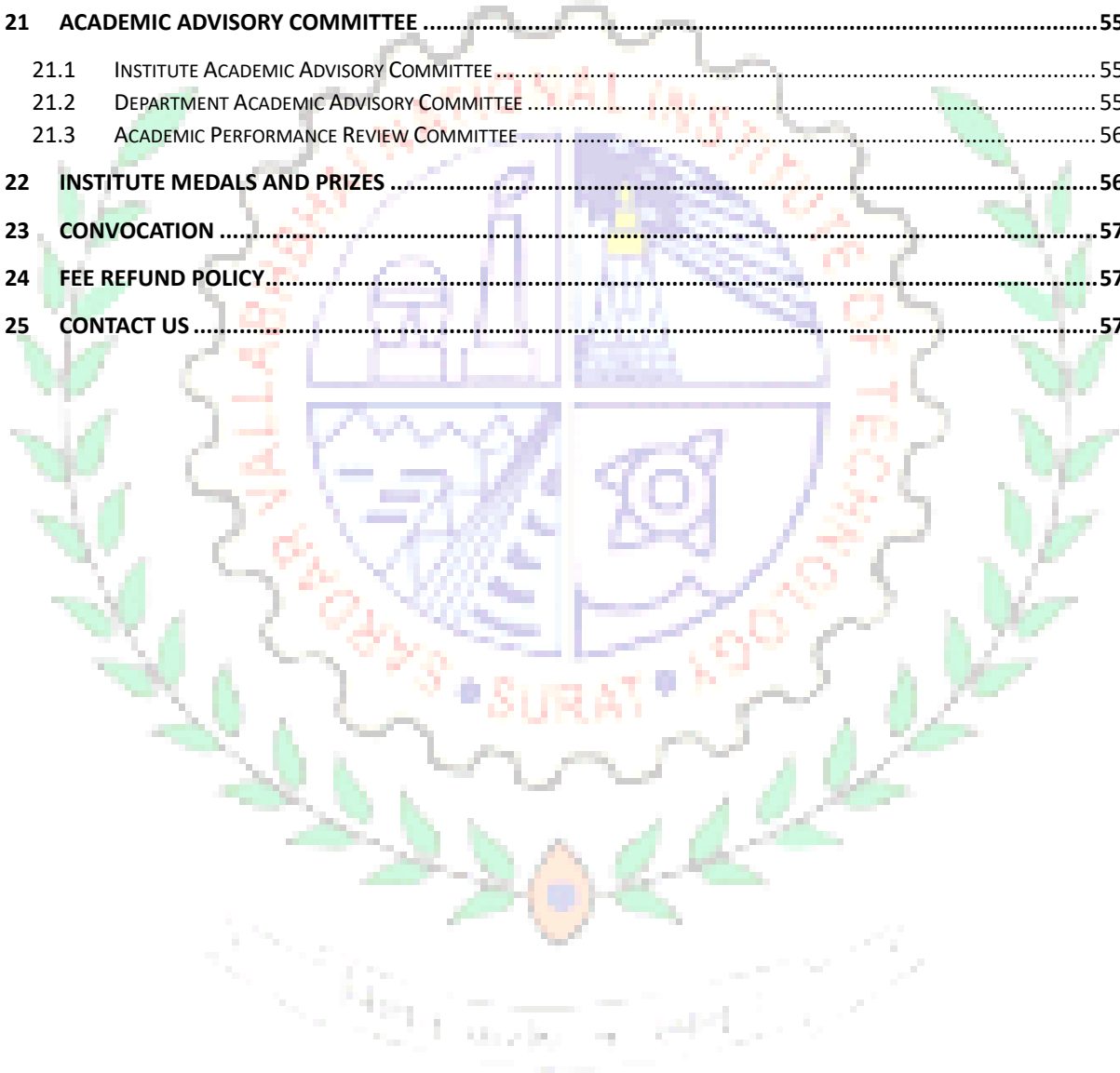
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2 PREAMBLE

This Institute was established in 1961 as one of the Regional Engineering Colleges (RECs) for imparting technical education in Civil, Mechanical and Electrical Engineering. In the year 1983-84 the Under Graduate programme in Electronics Engineering was introduced and in the year 1988-89 the UG programmes in Computer Engineering and Production Engineering were started. In the year 1995-96, UG programme in Chemical Engineering was introduced. In exercise of the powers conferred by section 3 of the University Grants Commission (UGC) Act, 1956, the Central Government on the advice of the University Grants Commission, has declared the Sardar Vallabhbhai Regional College of Engineering and Technology (SVRCET), Surat to Sardar Vallabhbhai National Institute of Technology (SVNIT), Surat with status of "Deemed University" with effect from 4th December 2002. The Institute has been granted the status of 'Institute of National Importance' with effect from August 15, 2007. SVNIT is governed by NIT Act and NIT Council under Ministry of Education, Government of India. At present, the Institute is offering Seven UG Programmes, Twenty one PG Programmes, Three M.Sc. Five Years Integrated Programmes. One Dual Degree B.Tech. + MBA programme, PG Programmes by Research and Doctoral programmes in different disciplines.

These regulations are preliminary aimed for imparting courses of instructions, conduction of examinations, and evaluating of the performance of students leading to B.Tech. / Dual Degree / M. Tech. / M.Sc. / M.Tech. (Research) / Ph.D. degrees. M.Tech. (Research) courses will be offered to external or internal candidates who are working professionals.

These regulations are effective for the students admitted in the academic year 2023-2024 and onwards. The regulation mentioned herein under is subject to review from time to time and the Senate may rectify/revise some/any/all of these and the revised provision shall be applicable in case of discrepancy.

The procedures and requirements stated in these regulations may be relaxed by the Chairperson of the Institute Senate under extra ordinary circumstances for cogent reasons. The ground on which such waiver/relaxation is granted shall invariably be recorded and cannot be cited as precedence.

2.1 Institute Vision

Sardar Vallabhbhai National Institute of Technology (SVNIT), Surat, perceives to be a globally accepted centre of excellence in technical education catalyzing absorption, innovation, diffusion and transfer of high technologies resulting in enhanced quality for all the stakeholders.

2.2 Institute Mission

The mission of the Sardar Vallabhbhai National Institute of Technology (SVNIT), Surat is to be a leading technical Institute not only at national level but also at international level for imparting training to manpower as per the needs of technology. It is also envisaged to provide the necessary infrastructure to take up research work and to provide the mechanism to interact with industries effectively.

2.3 Departments and UG / PG / M.Sc. / PhD Programmes

The institute has total twelve number of departments, offering Seven under graduate engineering programmes, Twenty one post graduate programmes, Three five years integrated master of science programmes and One dual degree under graduate plus master in business administration programme, Post graduate programmes by research and Doctoral programmes in the respective departments.

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2.3.1 Departments

The following are the departments in the Institute offering UG / PG / PhD Programmes.

1. Department of Artificial Intelligence
2. Department of Chemical Engineering
3. Department of Civil Engineering
4. Department of Computer Science and Engineering
5. Department of Electrical Engineering
6. Department of Electronics Engineering
7. Department of Mechanical Engineering
8. Department of Chemistry
9. Department of Mathematics
10. Department of Physics
11. Department of Humanities and Social Sciences
12. Department of Management Studies

2.3.2 Under Graduate Programmes- B.Tech. Programmes

The following full-time B.Tech. degree programmes are being offered in the Institute by the respective departments.

1. B.Tech. Artificial Intelligence
2. B.Tech. Chemical Engineering
3. B.Tech. Civil Engineering
4. B.Tech. Computer Science and Engineering
5. B.Tech. Electrical Engineering
6. B.Tech. Electronics and Communication Engineering
7. B.Tech. Mechanical Engineering

2.3.3 Post Graduate Programmes- M.Tech. Programmes

The following full-time M. Tech. programmes are being offered in the Institute by different departments.

- a. Chemical Engineering Department
 1. M.Tech. Chemical Engineering
- b. Civil Engineering Department
 2. M.Tech. Construction Technology and Management
 3. M.Tech. Environmental Engineering
 4. M.Tech. Soil Mechanics and Foundation Engineering
 5. M.Tech. Structural Engineering
 6. M.Tech. Transportation Engineering and Planning
 7. M.Tech. Urban Planning

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8. M.Tech. Water Resources Engineering
- c. Computer Science and Engineering Department
 9. M.Tech. Computer Science and Engineering
 10. M.Tech. Computer Science and Engineering (Data Science)
 11. M.Tech. Computer Science and Engineering (Information Security and Privacy)
- d. Electrical Engineering Department
 12. M.Tech. Electrical Engineering (Instrumentation and Control)
 13. M.Tech. Electrical Engineering (Power Electronics and Electrical Drives)
 14. M.Tech. Electrical Engineering (Power Systems)
- e. Electronics Engineering Department
 15. M.Tech. Electronics Engineering (Communication Systems)
 16. M.Tech. Electronics Engineering (VLSI and Embedded Systems)
- f. Mechanical Engineering Department:
 17. M.Tech. CAD / CAM
 18. M.Tech. Manufacturing Engineering
 19. M.Tech. Mechanical Engineering
 20. M.Tech. Thermal Systems Design
 21. M.Tech. Turbo Machines

The above departments are also offering post-graduate programmes by research, namely, M.Tech. (Research) for working professionals.

2.3.4 Master of Science Programmes- Five Years Integrated M.Sc. Programmes

The following full-time five years integrated master of science programmes are being offered in the Institute by the respective departments.

1. M.Sc. Chemistry
2. M.Sc. Mathematics
3. M.Sc. Physics

2.3.5 Dual Degree B.Tech. + MBA Programme

1. There is no direct admission into this programme through JoSAA.
2. The students admitted in different existing B.Tech. (UG) programmes will be studying their three years of respective UG programmes.
3. After the third year of B.Tech., the number of students from these UG programmes will be given a choice to study the next two years in the MBA programme. B.Tech. III-year students will be eligible having CGPA 8.0 or above and the selection will be done based written test/interview.
4. Preferably equal number of students from each UG programmes will be selected for the next two years of MBA study.
5. The intake of this programme is 60.
6. The other guidelines are similar to that of UG programmes.

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7. In case, a student who is admitted into this programme willing to discontinue after the fourth year of study, will be awarded the B.Tech. degree in respective UG discipline with a specialization in Business Analytics.

The provision of these Regulations shall be applicable to any new disciplines that will be introduced from time to time. Notwithstanding any of the Clause(s) provided in the Regulations, the Senate shall exercise its powers to change/amend/interpret/implement decisions and actions concerned with academic matters. The Board of Governors of the Institute may, on the recommendation of the Senate, change any or all parts of these Regulations as per the requirement of the Institute.

3 NATIONAL EDUCATION POLICY (NEP) BASED PROGRAMME STRUCTURE

The National Education Policy 2020, lays emphasis on making the education more holistic and effective by integration of general (academic) and vocational education while ensuring the vertical and horizontal mobility of students and learners between academic and vocational streams. NEP strives to transform India into a vibrant knowledge society to become a global knowledge superpower (Vishwa guru).

The National Credit Framework (NCrF) is an inclusive umbrella Framework to seamlessly integrate the credits earned through school education, higher education, and vocational and skill education. For creditisation and integration of all learning, the National Credit Framework (NCrF) shall encompass the qualification frameworks for higher education, vocational and skill education, and school education, namely National Higher Education Qualification Framework (NHEQF), National Skills Qualification Framework (NSQF) and National School Education Qualification Framework (NSEQF) also popularly known as National Curricular Framework (NCF) respectively. The implementation of NCrF will help in realising the vision and intent of NEP by removing distinction, ensuring flexibility and mobility, and establishing academic equivalence between general and vocational education.

The National Credit Framework (NCrF) provides for broad based, multi-disciplinary, holistic education, allowing imaginative and need based curricular structures and enabling creative combinations of subjects and disciplines. The Framework has been built on the strength of existing regulations, guidelines and qualification frameworks of UGC, AICTE, NCVET, NCERT, CBSE and NIOS so that the options for Multiple Entry-Multiple Exit (ME-ME) are accessible and applicable across the higher education, school education and vocational education.

In this connection, the Board of Governors (BoG) and the Senate of the Institute have resolved to implement National Educational Policy (NEP 2020) from the academic year 2023-24, as per the theme of holistic development of the candidate and enabling the learning at anytime, anywhere and any level, and seamless movement across the NITs. Curriculum Structure for NEP implementation

The following curriculum structure in general is adopted by the institute for implementing NEP 2020 across the departments. The structure is Choice Based Credit System (CBCS). The curriculum structure shown here is a general guideline, the department may offer the subjects as per their need with a particular scheme of Theory (L)-Tutorial (T)-Practical (P).

3.1 Assignment of Credits as per National Credit Framework

As per National Credit Framework (NCrF) the credit calculation is as below:

1. 1200 Notional learning hours and 40 Credits can be earned in a year, through two semesters.
2. Each semester consists of 600 Notional learning hours leads to minimum 20 number of Credits. These credits may be earned through minimum five number of subjects.

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3. Duration of a semester is of 17 weeks, i.e., 85 working days: 15 weeks of teaching and 2 weeks for examination.
4. NCrF based credit assignment for the course:
 - a. 1 Credit equivalent to 15 notional learning hours of theory / tutorial
 - b. 1 Credit equivalent to 30 notional learning hours of workshop / lab work
 - c. 1 Credit equivalent to 40 notional learning hours of vocational training or professional-level learning (experiential learning)
5. Subject with L-T-P (15 weeks of academic teaching + 2 weeks for examination)
 - a. Lecture (L) /Tutorial (T): One lecture/tutorial hour per week is assigned one credit.
 - b. Practical (P): One laboratory hour per week is assigned half credit.
 - c. L-T-P 3-0-2: $15 \times 3 = 45$ Theory, $15 \times 2 = 30$ Lab hours: 75 academic teaching hours
 - d. L-T-P 3-1-0: $15 \times 4 = 60$ Theory / Tutorial hours: 60 academic teaching hours
 - e. L-T-P 3-1-2: $15 \times 4 = 60$ Theory / Tutorial hours, $15 \times 2 = 30$ Lab hours: 90 academic teaching hours
 - f. 10 Notional hours for examination includes Mid Semester Examination, Continuous Evaluation (assignment / quiz / practical / tutorial / mini-project etc.), and End Semester Examination.
 - g. Notional hour of learning for 3-1-2 scheme: 100, 3-0-2 scheme: 85, 3-1-0 scheme: 70, 3-0-0 scheme: 55.
 - h. On average 80 notional hours of learning per subject (academic teaching + examination hours).
 - i. Minimum Five subjects per semester results in to 400 notional hours of learning.
6. Vocational training / Experiential learning duration is of 8-10 hours per week for 20 weeks duration leads to 160-200 notional hours of learning.
7. Eighth semester Industrial training / Internship is mandatory which is of 20 weeks duration leads to 800 notional hours of learning (20×8 hours \times 5 days per week).
8. Additional 200 hours of learning through one vocational training or professional level (experiential learning) – skilling results in earning of 5 Credits.
9. Vocational training or Professional level learning (experiential learning) should be evaluated by the respective department through appropriate examination for awarding the credits.
10. It leads a total 600 Notional learning hours per semester with 25 Credits including vocational training / professional level learning (experiential learning).

3.1.1 Curriculum Structure of UG Programme

For B.Tech. programme, the total number of credits ranges between 160-170 excluding the credits earned through vocational training / professional level learning (experiential learning). The general structure of the curriculum is minimum five subjects in each semester which results into minimum 20 credits per semester. Thus, the total credits till seven semesters are 140 credits or above. The eight semester is of 20 credits, results into a minimum 160 credits for a UG programme.

1. In a B.Tech. programme, through a set of elective subjects, a specialization track can be pursued by the student. In the curriculum structure it is mentioned as “Specialization”.

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- For B.Tech. Minor and Honor, the student has to earn an additional 16-20 credits from 4th semester to 7th semester through 4 or 5 subjects. In this case, minimum number of credits earned by the student opting for the Minor or Honor is 176-180 credits or above without vocational training or professional experience.
- Vocational training / Professional level learning (Experiential learning) is mandatory for the Exit.
- For seamless student's movement among higher educational institutes, a possible curriculum structure is described in Table 3, maintaining the percentage contribution of subjects from all disciplines.
- The subjects can be categorized into
 - Mandatory Core Subjects
 - Optional Core Subjects
 - Other Discipline Subjects (Science, Humanities, Other Engineering disciplines)
 - Elective Subjects, Specialization Subjects, Minor and Honors Subjects
- Inclusion of Vocational training and Professional level experience (internship, relevant experience).
- Subject Code: ##nXX; ##: Department Identity, n: Year, XX: Subject Sequence number XX: last digit 0 (subject offered in both ODD and EVEN semesters, XX: 01 to 30 – last digit ODD and EVEN for ODD and EVEN semesters (Mandatory Core), XX: 31 to 50 (Optional Core), XX: 51 to 99 (Elective), Subjects list for Minor and Honor (M/H#1-4), Subjects list for Specialization track (#1-4) EG: Engineering Subject, SC: Science Subject (offered combinedly by departments)
- The vocation training / professional level experience which is optional but mandatory for Exit is identified by ##VOn / ##POn where 'V' for Vocational training and 'P' for Professional level experience and 'n' is a semester number.
- For final year Industrial Internship / Professional Level Experience is mandatory and the code is ##POn.
- Proposed / Recommended Curriculum Structure for UG level programme presented here is considered as reference for introducing new UG/PG programme in the institute.

3.1.1.1 Specialization Track, Minor and Honor Programmes

Departments offer various specialization tracks, Minor 'and Honor programmes. The curriculum structure provides the provision for enhancing the technical knowledge through

- selecting a particular "Specialization track" by studying subjects of specialization in the form of elective subjects; "Specialization#1" to "Specialization#4 in semesters 5, 6, and 7. The number of subjects required for a specialization track may vary and the department academic advisory committee (DAAC) recommends the specialization tracks for an approval of the Senate through the institute academic advisory committee (IAAC).
- B.Tech. Minor (M) and Honor (H) programmes by earning extra credits 16-20 through subjects "(M/H#1)" to "(M/H#4)" in semesters 4 to 7. The number of subjects required for a particular Minor or Honor may vary and the department DAAC recommends such Minor or Honor programmes for an approval of the Senate through IAAC.
- If student successfully completes (i) Specialization track, (ii) Minor, or (iii) Honor, the UG degree will be awarded accordingly.

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4. At present the specialization and Honor will be offered by the respective departments to the students of own disciplines where the Minor will be offered to the students of other departments. In future, the same specialization track, Minor and Honor programmes may be offered across the departments.
5. There shall be one division for a particular Minor or Honor programme with minimum of 15 students and maximum number of 75 students. The selection of students for specialization track, Minor or Honor programmes is based on CGPA upto 3rd semester as a merit criteria without any backlog and 'XX' grade.
6. For the students who are opting for specialization track and Minor/Honor programmes, the CGPA of 7.0 should be maintained in the subjects of the respective specialization track or Minor/Honor program and there should not be 'XX' grade in any subject otherwise specialization track and Minor/Honor will not be awarded.

Table 3: Reference Curriculum Structure

Subjects	Proposed / Recommended subject	Code	Scheme L-T-P	Credits (Min.)	Notional hours of Learning (Approx.)
First Semester (1st year of UG)					
CBCS-1	Mandatory Core	##nXX	3-1-2 / 3-1-0 / 3-0-2 / 3-0-0	5 / 4 / 3	100 / 85 / 70 / 55
CBCS-2	Other Engineering	##nXX			
CBCS-3	Science	##nXX			
CBCS-4	Mathematics	##nXX			
CBCS-5	Humanities	##nXX			
Vocational Training / Professional Experience	(Optional) (Mandatory for Exit)	##V0n / ##P0n	0-0-8/10	4/5	160/200 (20 x 8/10)
Total					
Minimum Credit Requirement				20	600
Second Semester (1st year of UG)					
CBCS-1	Mandatory Core	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-2	Other Engineering	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-3	Other Engineering/ Science	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-4	Mathematics	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-5	Humanities	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
Vocational Training / Professional Experience	(Optional) (Mandatory for Exit)	##V0n / ##P0n	0-0-8/10	4/5	160/200 (20 x 8/10)
Total					
Minimum Credit Requirement				20	600
				40	1200
Third Semester (2nd year of UG)					
CBCS-1	Mandatory Core	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-2	Mandatory Core	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-3	Optional Core	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-4	Elective	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-5	Other Engineering / Mathematics / Humanities	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
Total					

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	Minimum Credit Requirement			20	600
Fourth Semester (2nd year of UG)					
CBCS-1	Mandatory Core	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-2	Mandatory Core	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-3	Optional Core	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-4	Elective	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-5	Other Engineering/ Humanities	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
(M/H#1)	Minor / Honor	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
Vocational Training / Professional Experience	(Optional) (Mandatory for Exit)	##V0n / ##P0n	0-0-8/10	4/5	160/200 (20 x 8/10)
			Total		
	Minimum Credit Requirement			40	1200
Fifth Semester (3rd year of UG)					
CBCS-1	Mandatory Core	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-2	Mandatory Core	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-3	Optional Core	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-4	Elective	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-5	Elective (Specialization#1)	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
(M/H#2)	Minor / Honor	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
			Total		
	Minimum Credit Requirement			20	600
Sixth Semester (3rd year of UG)					
CBCS-1	Mandatory Core	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-2	Mandatory Core	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-3	Optional Core	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-4	Elective	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-5	Elective (Specialization#2)	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
(M/H#3)	Minor / Honor	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
Vocational Training / Professional Experience	(Optional) (Mandatory for Exit)	##V0n / ##P0n	0-0-8/10	4/5	160/200 (20 x 8/10)
			Total		
	Minimum Credit Requirement			20	600
	Minimum Credit Requirement			40	1200
Seventh Semester (4th year of UG)					
CBCS-1	Mandatory Core	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-2	Elective	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-3	Elective	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-4	Elective (Specialization#3)	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
CBCS-5	Elective (Specialization#4)	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
(M/H#4)	Minor / Honor	##nXX	3-1-2 / 3-0-2 / 3-1-0	4	100 / 85 / 70
			Total		
	Minimum Credit Requirement			20	600
Eighth Semester (4th year of UG)					

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Industrial Internship / Professional Experience	Mandatory	##P0n	0-0-40	20	800 (20 x 40)
				Total	
				Minimum Credit Requirement	20 800
				40	1200

(M/H# represent the minor or honor subject)

4 ADMISSION

Admission to all the programmes will be made at the beginning of each academic year at the first-year level as per the guidelines prescribed by the Ministry of Education (MoE), Government of India (GOI) from time to time.

All students, on admission, shall be required to pay prevalent tuition fees and other fees as prescribed from time to time for every semester till they are on the roll list of the Institute.

The Institute reserves the right to cancel the admission of any student and ask the student to discontinue studies at any stage on the grounds of unsatisfactory academic performance, irregular attendance in the classes or indiscipline, act of misconduct, or criminal activities.

The admission work shall be handled by the Admission Committee which is constituted by the Director of the institute consisting of the Chairperson, other members on the recommendation of the Chairperson from the institute and the Deputy Registrar (Academics) as the Secretary.

4.1 B.Tech. and M.Sc. Admission

At present, the admission to B.Tech. and M.Sc. programmes are done through Joint Seat Allocation Authority (JoSAA) <https://josaa.nic.in/> and Central Seat Allocation Board (CSAB) which have been set up by the Ministry of Education [erstwhile Ministry of Human Resources Development (MHRD)] to manage and regulate the joint seat allocation for admissions to different institutes including 23 IITs, 31 NITs, IEST Shibpur, 26 IIITs and 33 Other-Government Funded Technical Institutes (Other-GFTIs). Admission to all the academic programs offered by these Institutes will be made through a single platform.

4.2 M.Tech. Admission

The admission to M.Tech. programme for **NON-SPONSORED CANDIDATES** (WITH GATE SCORE) for General / OBC / Reserved SC / ST categories, is handled by the Centralized Counseling for M.Tech./M.Plan. (CCMT) admissions <https://ccmt.admissions.nic.in> which is a platform for admissions to different institutes including all NITs, IEST Shibpur, some IIITs & GFTIs. The eligibility requirements are as per the CCMT rules applicable from time to time. The seat will be allotted based on merit of GATE Score and preference of specialization given by the candidates.

1. In case, sufficient GATE qualified candidates for General, OBC and SC/ST Category are not available in a particular discipline (after the CCMT spot admissions), the admission to the vacant seats will be offered to the non-sponsored candidates. Except the requirement of GATE score, the eligibility requirements are as per the CCMT rules.

The merit list will be prepared by giving 50% weightage to aggregate marks of B.E./B.Tech./equivalent degree and 50% weightage to Institute's test/interview for all candidates who have applied and qualified for that particular discipline.

2. In case of the result of qualifying degree is awaited, provisional admission is permitted to a student subject to meeting the eligibility requirements of CCMT latest by 15th September

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of the academic year of admission (as per CCMT rules). Non-submission of certificates with in due date will lead to automatic cancellation of admission from the institute.

3. The candidates would be required to deposit the fee within the prescribed time after their selection through the counseling process.
4. **SPONSORED CANDIDATES:** In the case of sponsored candidates also, except the requirement of GATE score, the eligibility requirements are as per the CCMT rules. The admission will be given based on common merit list prepared as per following criteria for each basic discipline offering PG courses:
 - (a) 50% weightage to Aggregate Marks of B.E./B.Tech. or Equivalent degree.
 - (b) 50% weightage to Institute test/interview.
 - (c) Admission will be given only to those eligible students who possess their final results at the time of interview/test.
5. The sponsored candidates must have minimum of one year of full-time work experience in the sponsoring organization after attaining the relevant first degree and must be on pay-roll of the present employer. In addition to the other required documents: the experience certificate from their employer and Form 16A or salary slips of last one year from the sponsoring organization along with sponsorship letter and no objection certificate must be provided with an application and presented at time of counselling process.

4.3 Dual Degree B.Tech. + MBA Admission

The intake for this programme is 60 and the students are not admitted directory through JoSAA/CSAB. The students admitted in different existing B.Tech. (UG) programmes will be studying their three years of respective UG programmes, after the third year, the number of students from these UG programmes will be given a choice to study the next two years in MBA programme. B.Tech. III-year students will be eligible having CGPA 8.0 or above and the selection will be done based written test/interview. Preferably equal number of students from each UG programmes will be selected for the next two years of MBA study. The number of students selected for this shall not exceed the intake strength. The other guidelines are similar to that of UG programmes.

The student who has been selected for the next two years of MBA study, may opt for exit after one year of MBA study. In this case the student is completing his/her four years of study, he/she shall be awarded B.Tech. degree in the same programme he/she was admitted with specialization in Business Analytics.

Students who have registered in specialization track or Minor or Honor programmes will not be considered for registering Dual Degree B.Tech. + MBA programme.

4.4 M.Tech. (Research) Admission

The admission to M.Tech. (Research) programmes in different disciplines is performed twice in a year, i.e. Spring Semester (January) and Autumn Semester (July). The schedule for interviews of applicants will be notified separately on institute website in the month of October/November and May/June every year.

- (a) The application form available on the institute web site <https://www.svnit.ac.in>.
- (b) The original documents are to be shown at the time of counselling/reporting for interview. In the absence of these documents, candidates will not be interviewed.
- (c) The Senate shall approve the schedule of academic activities for the M. Tech (Research) Programme including the date of registration.

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(d) The students admitted to M.Tech. (Research) programme are eligible for hostel accommodation during contact period.

4.4.1 Eligibility Criteria

1. A candidate should possess B. E./B. Tech. degree in relevant branch and should have passed with 55% aggregate marks of all 8 Semesters (CGPA-6.0). The candidates should bring valid identity proof at the time of interview.
2. The candidates should have minimum working experience of Two years after graduation in a registered firm / company / industry / educational or research institute / any government department or government autonomous organizations. However, Institute research project staff should have minimum One years of Experience after graduation.
3. Selection will be based on oral presentation on the proposed area of research in front of a committee duly constituted by DAAC. The chosen supervisor should either be part of interview committee or be invitee member.
4. The candidates for M Tech. (Research) can be
 - a. Candidates employed by Government / Semi-Government organizations.
 - b. Sponsored candidates.
 - c. Institute Staff and Project Staff of the Institute.
 - d. Faculty, Staff and Project Staff of the other Institute approved by AICTE /UGC.
 - e. External candidates from any private / public sector organization or research laboratory / organization.

Notes:

- (i) There will be no financial support from SVNIT.
 - (ii) Faculty/Staff, Project Staff of this or other institute are expected to work for their M.Tech. (Research) Programme while fulfilling their normal duties.
 - (iii) External candidates are allowed to carry out their Research work at the Institute or at their parent organization after fulfilling certain pre-requisites at the Institute.
5. The candidate must enclose self-attested copies of the following documents/certificates. Same must be produced in original at the time of interview/physical documents verification.
 - a. Appointment letter issued by the current employer.
 - b. Experience certificate duly signed by competent authority on the letter head of the Company/Organization/Institute.
 - c. Salary certificates/slips of last 12 months.
 - d. Income-Tax return or Form-16 of last financial year, and
 - e. All other documents like Date of Birth and Identity Proofs, all semester marksheets, Degree certificates, sponsorship or no objection certificate.

Note:

1. Sponsorship Certificate Should be from the same organization who has issued the Appointment letter, Experience certificate and Salary slip.
2. Salary Slip, Experience Certificate of one year must be from same (single) organization.

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6. The candidates would be required to deposit the fee within prescribed time.
7. The candidates must submit “NO OBJECTION CERTIFICATE” from their employers for taking up their M Tech (Research) work at this institute as per format prescribed in the application form. In case the candidates are not able to submit “NO OBJECTION CERTIFICATE” from their employer with the application form, they must submit undertaking that “NO OBJECTION CERTIFICATE” will be presented at the time of interview process otherwise they will not be allowed to appear in the interview process. The applications without such certificates will not be considered for further process of admission.

4.4.2 Application Form and Counselling Procedure

- (i) The applicants for M. Tech. (Research) are required to apply by downloading the application form from institute website along with requisite fee.
- (ii) M. Tech. (Research) candidates are required to report to the respective departments for written test followed by interview on the date of counselling as per time schedule to be displayed by the departments.
- (iii) The candidates are required to attach and bring all the certificates related to educational qualification, experience, birth and sponsorship certificates. In absence of these certificates, it will not possible to conduct the counselling/interview of the candidate. The desired certificates are to be brought strictly in the format described in relevant appendices of the information brochure.

4.5 Ph.D. Admission

The admission to Ph.D. programmes in different disciplines is performed twice in a year. Applications will be processed twice in a year, i.e. Spring Semester (January) and Autumn Semester (July). The schedule for interviews of applicants will be notified separately on institute website in the month of October/November and May/June every year. The Ph.D. application portal link is <https://mis.svnit.ac.in/svphd>.

The department will publish the criteria for the selection process on the institute website along with the list of eligible candidates called for the admission process. The selection committee for the Ph.D. admission process including interviews will comprise all eligible Ph.D. supervisors of the concerned department.

4.5.1 Category of PhD students

There shall be provision for two categories of registration to the candidates willing to register for Ph.D Programmes (i) Candidates availing the scholarship/stipend from institute fund, sponsored research project fund or QIP scholarship and (ii) Candidates not availing the scholarship/stipend from institute fund, sponsored research project fund or QIP scholarship.

The status of the candidates admitted to the Ph.D. Programme shall be further classified under any one of the following sub-categories:

- QIP Candidate: Full time **QIP** Research Scholar candidate sponsored under Quality Improvement Programme by Government/Sem-Government organizations/institutes who are admitted through QIP admission will receive their **stipend and contingency grants as per QIP guidelines** issued by MoE. QIP candidate has to perform teaching assistantship as per QIP guidelines.
- FIR Candidate: **Full time Institute Research Scholar** candidate must be **GATE/NET** qualified once at the time of admission and will receive their **stipend and contingency grants as per MoE guidelines** for a duration of four years and extended to fifth year based on

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performance review. FIR candidate has to perform teaching assistantship as per MoE guidelines.

- **FPS Candidate: Full time Project Staff** candidate will receive the **stipend and contingency grants from the sponsored research project funds** received from agencies like CSIR/SERB/DST/MeitY etc. FPS candidate has to work as project fellow while pursuing the doctoral study.
- **ERS Candidate: External Research Scholar** candidates are self-sponsored or sponsored by Government / Sem-Government / Non-Government / Private organizations/institutes on full-time or part-time basis who are **not entitled for any scholarship / stipend or contingency grants from the institute or sponsored research project funds sanctioned to the institute**. Candidates who are full-time self-sponsored or full-time sponsored on study leave by the Government / Sem-Government / Non-Government / Private organizations/institutes are expected to work full-time and are subject to the rules of the Institute. SVNIT institute own staff / faculty members who wants to pursue Ph.D. can apply under this category.

Note:

- i. FIR or FPS candidates if he/she have been serving at the time applying for Ph.D. admission must submit the undertaking stating that if selected, will submit the relieving letter from the existing organization / institute at the time of joining the Ph.D. programme.
- ii. ERS candidates are allowed to carry out their research work at the Institute or at their parent organization after fulfilling certain pre-requisites at the Institute.
- iii. ERS candidates for Ph.D. must enclose self-attested copies of the following documents/certificates, if serving. Same must be produced in original at the time of interview/physical documents verification.
 - a. Appointment letter issued by the current employer.
 - b. Experience certificate duly signed by competent authority on the letter head of the Company/Organization/Institute.
 - c. Salary certificates/slips of last 12 months.
 - d. Income-Tax return or Form-16 of last financial year.
 - e. All other documents like Date of Birth and Identity Proofs, all semester marksheets, degree certificates, sponsorship or no objection certificate.

Note:

1. Sponsorship Certificate should be from the same organization who has issued the Appointment letter, Experience certificate and Salary slip.
2. Salary Slip, Experience Certificate of one year must be from same (single) organization.

4.5.2 Eligibility for Admission

The eligibility criteria for admission to Ph.D. in Engineering Faculty, Science Faculty, Humanities and Social Science Faculty, Management Faculty and Interdisciplinary areas are:

1. A candidate shall possess Master's Degree in relevant area of research and should have passed with minimum 60% marks (CGPA 6.0) or equivalent in respective faculty for open / open-EWS / OBC candidates whereas 55% marks (CGPA 5.5) in the case of SC/ ST/ PwD candidates. Full time Institute Research scholars (FIR) taking admission in PhD Programs

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in Engineering, Sciences, English and Management should have qualified GATE/NET/CAT Examinations, at least once, in his/her academic career.

2. The final selection of the candidate for the doctoral programs under all categories will be strictly subjected to the performance of the candidate in the selection process.
3. The selection process consists of a written test/presentation/interview before the respective selection committees of the department.
4. The written test may be conducted at the discretion of the department for the initial screening of the candidates for allowing them to appear in presentation/interview. In case of written test, the question paper format and topics for the test will be decided by the concerned department. The cut-off criteria in a written test will be at the discretion of the department.
5. The mode of selection process will be announced by the respective department at the time of publishing the list of candidates called for the selection process on the institute web site.
6. The candidate must complete his/her Ph.D. programmes within 3 -7 years.
7. If a student of full-time M. Tech. program from SVNIT wishes to pursue a Ph.D. programme of the Institute, he/she may be permitted to do so from the beginning of the second year provided:
He/She has obtained a CGPA of 8.0 or above after having registered for the full credits of course work in each of the first and second semesters of M. Tech. Program.
 - (a) Once a student changes to Ph.D. Programme, thereafter, he/she is governed by the Regulations of the Ph.D. Programme of the Institute.
 - (b) The candidate may be asked to earn minimum 20 credits additionally through course work as per the requirement of the doctoral program and after successful completion of the requirement of Ph.D., he/she should be given a dual M.Tech. and Ph.D. degrees.
8. Candidate who has qualified for the award of Bachelor's degree in Engineering / Technology from an Institute of National Importance including Centrally funded technical institutions of repute / State Government funded institutes with exceptionally good academic record in prescribed discipline will also be considered for direct admission to Ph.D. Programme subject to the following conditions:
 - (i) The candidate should have 8.00 CGPA on 10-point scale in his/her B.E./B.Tech. Programme. If the degree is based on percentage aggregate marks, it will be converted into CGPA as per the rule of this institute.
 - (ii) The candidate should have a valid GATE score.
 - (iii) The final selection will be through the selection process described in this section above.
 - (iv) The candidate should earn 40 credits within the first TWO semesters of his/her program through the theory/practical coursework after joining the program.

The Senate shall approve the schedule of academic activities for the Research Programme including the date of registration.

5 ACADEMIC CALENDAR

The academic year is divided into two semesters each of approximately seventeen weeks duration, Odd Semester (July-December) and Even Semester (January-June). Before the starting of any academic year, Senate will decide and declare complete academic calendar for the year, such as the date of registration for odd and even semesters, mid-semester and semester-end

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examinations, inter-semester breaks, etc. The academic calendar shall provide for a total of 85 (Eighty Five) days in each semester.

6 COURSE STRUCTURE

The common course structural guidelines for B.Tech. / M.Tech. / M.Sc. (UG and PG) programmes are:

1. Medium of instruction and examination will be English.
2. Teaching scheme of a subject in general may have Lecture (L), Tutorial (T), and Practical (P) components. The practical may be in the form of Laboratory/Design/Drawing/Workshop. These components may vary subject wise.
3. Any revision of syllabi and changes in courses and curricula proposed by the DAAC and recommended by the IAAC shall have to be placed before the Senate for its approval. However, any changes in curricula which is common for all programmes shall be proposed by the IAAC for approval of the Senate.
4. Each course has a certain number of credits, which reflect its weightage. One Lecture/Tutorial (L/T) hour per week is assigned one credit. One Practical (P) (Laboratory/Design/Drawing/Workshop) hour per week is assigned half credit. For Seminar and Project, one hour per week per semester is assigned half credit.

6.1 B.Tech. Course Structure

1. The normal duration of the course leading to B. Tech. degree will be eight semesters or four years.
2. Earned credit requirements for the 4-year B. Tech. programmes shall be in the range of 160-170. Exact requirements for individual programme shall be based on the teaching scheme of the Programme.
3. The curriculum of individual programme may include vocational training / professional level experiential learning / field experience / industrial internship for 20 weeks. Such training / experience work is to be satisfactorily completed before a student is declared eligible for the degree. For semesters 1 to 7, such training / experience work may be online / offline mode and may be done during other than regular course hours. For 8th semester such training/ experience work may be online / offline full-time during complete semester.

6.1.1 Maximum Duration for B.Tech. Programme Completion

Normally a student will complete all the requirements for any UG programmes in eight semesters (four years).

1. Academically weak students who are unable to pass in some courses and have to repeat them in subsequent semesters or register for lesser number of courses in a semester of their own or as per the advice of the Academic Performance Review Committee (APRC), shall be permitted to complete all the requirements of the degree in a maximum period of seven years.
2. If a student is granted withdrawal for one or more semesters on medical ground, he/she shall be permitted to complete the programme in a maximum period of seven years.
3. Under NEP 2020 implementation, the credits earned will be valid for a maximum period of seven years.
4. The student who opts for vocational training / field experience / experiential learning shall complete their degree in a maximum period of seven years.

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6.2 M.Tech. Course Structure

1. The normal duration of the course leading to M. Tech. Degree is four semesters.
2. Earned credit requirements for 4-semester M.Tech. programmes shall be in the range of 80-90. Exact requirements for individual programmes shall be based on the teaching scheme of the programmes.

6.2.1 Maximum Duration for M.Tech. Programme Completion

Normally a student will complete all the requirements for any PG (M.Tech.) programmes in four semesters. Academically weak students, who are unable to pass in some courses and have to repeat them in subsequent semesters or register for lesser number of courses in a semester, shall be permitted to complete all the requirements of the degree in a maximum period of three years. However, if a student is granted withdrawal for one or more semesters on medical ground, he/she shall be permitted to complete the programme in a maximum period of seven semesters.

6.3 Integrated Five Years M.Sc. Course Structure

1. The normal duration of the course leading to M.Sc. degree will be ten semesters or five years.
2. Earned credit requirements for the 5 years M.Sc. programmes shall be in the range of 200 – 210. Exact requirements for individual programmes shall be based on the teaching scheme of the Programmes.
3. The curriculum of individual programmes may include seminar/ industrial visits /training / projects / dissertation in the final year which is to be satisfactorily completed before a student is declared eligible for the degree.

6.3.1 Maximum Duration of Integrated Five Years M.Sc. Programme Completion

Normally, a student will complete all the requirements for any 5 Years integrated M.Sc. programmes in ten semesters (five years). Academically weak students who are unable to pass in some courses and must repeat them in subsequent semesters or register for lesser number of courses in a semester of their own or as per the advice of the Academic Performance Review Committee (APRC), shall be permitted to complete all the requirements of the degree in a maximum period of seven years. However, if a student is granted withdrawal for one or more semesters on medical ground, he/she shall be permitted to complete the programme in a maximum period of eight years (16 Semesters).

6.4 M.Tech. (Research) Course Structure

The complete M.Tech. (Research) programme will be of 2.5 years (five semesters) and maximum duration of programme completion is 4 years, provided the fees are paid for each extended year(s). The maximum or minimum period will be counted from the date of registration to the date of submission of dissertation. The candidate has to pay the requisite fee for each extended semester.

All the students are required to register and earn credits as described below. Total 60 credits are required to be earned for M.Tech. (Research) programme.

Credits will be assigned to the M. Tech (Research) programme as follows:

- (a) Semester I: Four theory courses each of 4 credits, One credit seminar of 4 credits (MR 610)
- (b) Semester II: Research Progress Seminar I (MR 620) of 4 credits

Notes:

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- (i) Minimum 8 credits are to be earned in First Semester as well as in Second Semester with above subject combinations. The minimum CGPA for Course Work and Seminar is 6.0 to be eligible to continue the M.Tech. (Research) programme and thereafter the confirmation of registration shall be done.
- (ii) Courses I – IV are Theory courses, to be opted from regular M.Tech. programmes. The students have to attend regular class along with M.Tech. (Full Time) students. These courses will have written mid and end semester examinations as per the rules for M.Tech. (Full Time) programmes.
- (iii) The student will submit two copies of credit/Research Progress seminar report to the supervisor(s). The student shall make oral presentation on his/her seminar topic as per time schedule decided by the supervisor(s) in front of a panel of examiner, namely, research progress committee (RPC), consisting of (a) supervisor(s) (b) one examiner recommended by the supervisor(s), and (c) one examiner to be appointed by the Chairperson, DAAC.
- (c) Semester III: Research Progress Seminar II (MR 810) of 8 credits
- (d) Semester IV: Research Progress Seminar III (MR 820) of 8 Credits

Notes:

- (i) Research Progress Seminar will have one evaluation at the end semester before registration of next semester.
- (ii) The examinations of Research Progress Seminar will be taken by a research progress committee as mentioned above.
- (e) Semester V: Dissertation (MR 830) of 20 credits

6.4.1 M.Tech. (Research) Supervisor

1. All selected candidates shall be assigned one or two supervisor(s) from the Institute or work place of the student, at the time of selection. The other supervisor may be from the place of work of the candidate. The minimum qualification for the main supervisor is Doctoral degree, while minimum qualification for Co-supervisor is PG in appropriate branch of specialization.
2. The M.Tech. (Research) programme and the title of the research topic of a selected candidate shall be finalized by the supervisor(s) after mutual discussion.
3. Change of supervisor(s) under exceptional circumstances shall be permitted on recommendation of the DAAC after obtaining the consent of (i) the candidate (ii) the present supervisor(s) and (iii) the proposed supervisor(s).
 - (a) If the M.Tech. (Research) programme and/or area of the work requires modification and due to this change, the candidates' entire course programme requirement shall be examined by the DAAC. If there is a change in the M.Tech. (Research) programme and/or title of the work, the registration date shall be revised, if found necessary.
 - (b) Whenever a supervisor leaves the Institute permanently or temporarily for a period exceeding one year, the DAAC shall appoint new supervisor(s) for the student. This is not applicable for candidate having more than one supervisor from the institute. Whenever a supervisor leaves the Institute temporarily for a period less than one year the DAAC shall make alternate arrangement, if necessary, for the guidance of the students.

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(c) The DAAC may consider continuation of the original supervisor, when returns, to the Institute, as Co-supervisor of the students depending on the period for which he/she has supervised their M.Tech. (Research) programmes.

(d) Any such arrangements made shall be forwarded to the IAAC for approval.

4. A faculty can have a maximum FOUR M.Tech. (Research) students at a time.

6.4.2 Eligibility for Supervisor

1. A faculty member appointed against permanent post at SVNIT possessing Ph.D. degree shall be recognized as a main supervisor.

2. In all cases for M.Tech. (Research) registration, one of the supervisor(s) shall be compulsorily from the department in which the candidate is registered.

3. In case of Interdisciplinary areas, at least one supervisor(s) must belong to the discipline in which the student is registered. It is mandatory to have one of the supervisors from parent department.

4. In case the student intends to take a supervisor from his/her work place, the selected supervisor should be the competent person(s) holding M.E. / M.Tech. / Ph. D. degree in the respective discipline and get recognized by DAAC in the first semester.

6.4.3 M.Tech. (Research) Scholar's Place of Work, Progress and Duration

On the recommendations of the supervisor(s) and DAAC the Institute may allow the research work for the M.Tech. (Research) degree to be partially or wholly carried out at another organization duly approved for the purpose by the Institute for the students concerned. The departmental RPC shall evaluate the progress of M.Tech. (Research) work of the student and upon their satisfaction shall recommend continuation of his/her work. The departmental RPC shall submit their evaluation report in the prescribed format, through the Chairperson DAAC to the Academic section.

1. If the RPC is not satisfied with the progress of research work may recommend termination of registration to the Senate/SEC through the IAAC. The RPC shall comprise of the following members (i) Concerned supervisor(s) (ii) One faculty member nominated jointly by his/her supervisor(s) and (iii) One faculty member nominated by Chairperson DAAC from the concerned department or other department who is familiar with the concerned area of research work.

2. The formation of RPC for each student shall be completed by the Chairperson DAAC immediately after completion of minimum credit requirements of First Semester and intimated to the Dy. Registrar (Academics).

3. The members of RPC will be changed under extra ordinary circumstances in consultation with the Dean (Academics).

4. All the candidates have to carry out M.Tech. (Research) work in the Institute or in other recognized places for at least a period of two years from the date of registration before submission of pre-synopsis. The above duration is inclusive of the coursework and credit seminar.

5. The period of validity of M. Tech (Research) registration is four years. The candidates may submit their dissertation before the end of this period subject to fulfillment of the degree requirement.

6. Any candidate who concurrently registers for any postgraduate degree at another organization shall be automatically deregistered at the Institute.

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6.5 Ph.D. Course Structure

Ph.D. program minimum duration is 3 years and the maximum period allowed is 7 years irrespective of the category of the admitted student. The PhD Scholarship/Fellowship/Assistantship will be offered for a maximum of five years in the case of full-time institute research scholars. The duration/amount of fellowship is likely to change as per the directives of Ministry of Education, Government of India from time to time. The candidates may submit their thesis before the end of this period subject to the provisions mentioned in Ph.D. Thesis Evaluation.

The Ph.D. student must earn minimum 12 credits as a part of coursework through three or four subjects (each of 3 or 4 credits) including One credit seminar of Two credits. The candidate may register for these courses from (i) the existing courses being floated for PG Programs in the Institute or (ii) MOOC platform - NPTEL/SWAYAM. The PhD supervisors will ensure that students, who have completed their PG Programs from this Institute, should not opt for the same course as opted by them in their PG studies. The candidate should score 6.0 CGPA through coursework and credit seminar for the continuity of the Ph.D. programme and thereafter the confirmation of registration shall be done.

Students admitted after first year of their M Tech Programs from SVNIT, are required to earn 20 credits during the first two semesters. For directly admitted students after B.E./ B.Tech. or equivalent degree, the candidate should earn 40 credits within first TWO semesters of his/her programme through the theory/practical course work after joining the programme.

The credit seminar shall be evaluated by a committee consists of (i) supervisor(s), (ii) one examiner nominated by supervisor(s), and (iii) one examiner nominated by Chairperson, DAAC. The credit seminar exam should be conducted on or before the last date of end semester examination. Supervisor(s) should forward the grades awarded by the panels of examiners to the Academic Section by the end of the semester.

1. Grades shall be withheld when the student has not paid his dues or when there is a disciplinary action pending against him.
2. All full-time and part-time candidates must carry out Research for at least a period of three years from the date of registration before submission of thesis. The above duration is inclusive of the coursework and seminar assessment.

6.5.1 Ph.D. Supervisor

1. In each Department, applicants will be briefed about various research topics proposed by different faculty members for Ph.D. programmes. Prior to admission candidates are encouraged to meet the faculty members to discuss those topics with the respective faculty members and thereafter, indicate their choice in order of preference of supervisor(s). The applicants shall then be interviewed by a committee constituted by the DAAC.
2. All selected candidates shall be assigned one or two supervisor(s) from the Institute at the time of selection.
 - (a) Each external candidate may have only one additional supervisor in the sponsoring / parent organization where he is employed duly recognized by the institute through DAAC and IAAC.
 - (b) The research programme and the title of the research topic of a selected candidate shall be finalized by his/her supervisor(s) after mutual discussion.
 - (c) The external supervisor(s) of the PhD Program will not be paid TA/DA.
 - (d) A Ph.D. supervisor can have maximum number of candidates as per the approved policy of the Institute Senate from time to time.

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3. Change of Supervisor(s)

- (a) Under exceptional circumstances change of supervisor(s) shall be permitted on recommendation of the DAAC after obtaining the consent of (i) the candidate (ii) the present Supervisor(s) and (iii) the proposed Supervisor(s).
- (b) If the research programme and / or area of the work require modification due to this change, the candidates' entire course programme requirement shall be examined by the DAAC. If there is a change in the research programme and / or title of the work, the registration date shall be revised, if found necessary.
- (c) Whenever a supervisor leaves the Institute permanently or temporarily for a period exceeding one year, the DAAC shall appoint new supervisor(s) for the students before his departure. This is not applicable for candidate having more than one supervisor from the institute.
- (d) Whenever a supervisor leaves the Institute temporarily for a period less than one year the DAAC shall make alternative arrangement, if necessary, for the guidance of his/her students.
- (e) The DAAC may consider continuation of the original supervisor on his/her return to the Institute, as co-supervisor of his/her students depending on the period for which he/she has supervised their Ph.D. programmes.
- (f) Any such arrangements made shall be forwarded to the IAAC for prior approval.

4. The number of PhD scholar working with a PhD supervisor, at a given point of time, would be as under:

- (i) The maximum number of Full-time Institute Research Scholars (FIR) with a PhD supervisor would be Four (04) (04 as single supervisor or 08 as co-supervisor) at a given instant in the Institute.
- (ii) Maximum Seven (07) number of PhD candidates (either singly or jointly), excluding FIR, QIP, and FPS candidates under sponsored research projects, can be registered by a PhD Supervisor at a given instant.
- (iii) The candidate(s) who have submitted synopsis is (are) excluded from the above number.

6.5.2 Eligibility for Supervisor/Co-Supervisor

- (a) Any regular faculty member of the institute will be the approved Ph. D. supervisor as soon as he/she obtains his/her Ph. D. qualification or joins the institute with Ph. D. degree.
- (b) The existing eligible Ph.D. supervisors, who are retiring within three years, can take the Ph.D. students as Co-supervisor provided main supervisor is included from the department, having their service more than seven years.
- (c) Regular faculty members (having Ph.D.) of all IITs, IIMs, IISc, NITs and all CFTIs (Centrally Funded Technical Institutes) are considered as recognized supervisors by the Institute. However, they must be recognized as supervisors in their respective institutes as well. The Director of NITs/IITs, Head of the Dept./Section of National Laboratories like ISRO/CSIR/PRL, etc. will be considered as a supervisor subject to his/her consent (however, the condition of recognition as a supervisor in his/her own institution/organization is not compulsory).
- (d) The application for recognition as a co-supervisor is allowed only during the first three semesters of registration of the candidate.

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- (e) In all cases for Ph.D. registration, one of the supervisors shall be compulsorily from the Institute.
- (f) In case of Interdisciplinary areas, at least one supervisor(s) must belong to the discipline in which the student is registered for research.
- (g) Any faculty member having Ph.D. degree and retired voluntarily or upon reaching superannuation from the institute (SVNIT) will be treated as approved external Ph. D. supervisor. He can only be the Co-supervisor. However, he/ she can continue to be the main supervisor for any candidate already registered with him / her for three years prior to his / her retirement.
- (h) If a qualified faculty member from a reputed institute, having consistently good ranking in NIRF (National Institutional Ranking Frame Work) (other than the IITs, IIMs, IISc, NITs and CFTIs) or a qualified person from a reputed industry/research organization applies for recognition as a co-supervisor through proper channel of his/her institute/industry/research organization, then the case may be discussed in the respective DAAC meeting and the recommendation may be sent to IAAC for further consideration. However, they must be recognized as supervisors in their respective institutes/universities as well (except those from reputed industries). The recognition is only Ph.D. candidate-specific.

6.5.3 Ph.D. Scholar's Place of Work, Progress and Duration

- (a) On the recommendations of the supervisor(s) and DAAC the Institute may allow the research work for the Ph.D. degree to be partially or wholly carried out at another organization duly approved for the purpose by the Institute for part-time Ph.D. students.
- (b) The FIR category students may carry out part of their research work at organization(s) with whom the institute has signed MoU. However, relaxation of MoU for sending Ph.D. student will be considered by the Director on case-to-case basis. Their attendance will be calculated as official visit. The total duration of work at outside should not exceed more than 30% of total duration (maximum one year) and no TA/DA will be granted from the institute.
- (c) The external organization where a candidate wishes to carry out the research work partially or wholly shall have to be recognized by the Institute before such work is undertaken.
- (d) Every external candidate shall carry out a part of his/her study of his/her Research work residing at the Institute for a period, which shall be in no case less than one semester.
- (e) The sponsoring organization must certify that the candidate has been fully relieved of normal duties/granted leave during the period of the residential requirement.
- (f) External candidates will be provided with hostel accommodation, subject to availability, only during the semester(s) in which the residential requirement is to be fulfilled. However, his/her stay may be extended for a period of more than six months if recommended by his/her supervisor in some specific cases.

6.5.4 Formation of Research Progress Committee

The formation of RPC for each student shall be completed by the Chairperson DAAC immediately after completion of minimum credit requirements. The details of such committee formation will be intimated to the Dean (Academics).

The RPC shall comprise of the following members.

- (i) Concerned Supervisor(s)
- (ii) One or two faculty members nominated by his/her supervisor(s) from the concerned department or other department of the institute.

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(iii) One faculty member nominated by the Chairperson DAAC who is familiar with the concerned area of research work.

The members of RPC may be changed under extraordinary circumstances only in consultation with the Dean (Academics).

6.5.5 Review of Research Progress

Each candidate, after completion of credit requirements will deliver a research progress seminar (RPS) in each semester before his/her research progress committee (RPC). The late presentation of RPS beyond the duration of any term, but not later than the last date of registration of the next term as per the academic calendar of the institute, is allowed. Any further extension required in delivering the RPS beyond the admissible date, on exceptional circumstances, has to be approved by the Dean (Academics).

The RPC shall evaluate the progress of research work of the student and upon their satisfaction shall recommend continuation of his/her work. The RPC shall submit their evaluation report in the prescribed format, to the Dean (Academics) through the Chairperson DAAC.

The registration of the Ph.D. candidate will automatically be discontinued, if he/she is awarded unsatisfactory in two consecutive research progress seminars.

6.5.6 Ph.D. Candidate Category Change

The Ph.D. candidates should be very careful in exercising their categories during the Ph.D. admission. The change of category will invariably be discouraged during the program, however, under genuine circumstances; they will be permitted to change the category only after completion of 3rd semester.

- (a) The maximum number of category conversions allowed is limited to two for FPS and ERS categories of the students.
- (b) Full time institute research scholar FIR may change the category to part time external candidate ERS, if employed after completion of 3rd semester.
- (c) For category conversion to ERS, No Objection Certificate (NOC) from the present employer/necessary documents must be produced within a month.
- (d) Change of category is possible as below:
 1. ERS to FPS (if project funds are available – approval of DAAC, Dean (R&C), IAAC, and relieving letter from present employer. Scholarship will be paid as per research project agency rule.)
 2. FPS to ERS (by default if project funds are not available – approval of DAAC, Dean (Academics), Dean (R&C), IAAC, and No Objection Certificate from the employer, if employed, required.)
 3. FIR to ERS (by default on completion of maximum scholarship duration or candidate joining any organization/institute – approval of DAAC, Dean (Academics), IAAC, and No Objection Certificate from the employer, if employed, required.)
- (e) FIR category student is availing GATE / NET scholarship / assistantship. Choice of FIR category is allowed during the admission time only, from any other category to FIR category change is not permitted except Full time Project Staff (FPS) may be allowed for conversion as Full time Institute Scholar (FIR) as per eligibility criteria of FIR, that is, FPS candidate must clear GATE / NET.

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7 REGISTRATION

Following are the common guidelines for different programmes. It is followed by specific registration criteria for each program.

1. Every student of UG / PG (B.Tech. / M.Tech. / M.Sc.) / M.Tech. (Research) / Ph.D. programmes is required to register at the commencement of each semester as per the schedule notified in academic calendar online through Institute Management Information System (MIS). The student has to submit the signed registration form through faculty advisor after verification of the subject details filled to the academic section. The student has to pay semester fees before the registration of the semester.
2. A student who does not register as per schedule for the purpose may be permitted, in consideration of any compelling reason, late registration is permitted up to TWO weeks and more TWO weeks under exceptional circumstances with a permission of the Chairperson of the Senate with late registration fee prescribed the institute. Without semester registration, the student will not be allowed to attend the semester and admission may be treated as cancelled.
3. Only those students will be permitted to register in the next semester who have
 - (a) cleared all the institute, hostel and library dues and fines (if any) of the previous semesters.
 - (b) paid all required payments of institute and hostel for the current semester.
 - (c) satisfies the minimum academic requirements, and
 - (d) not been debarred from registering on any specific ground.
 - (e) The student will not be allowed to register in the nth academic year ($n \geq 3$) of the respective UG/M.Sc. programme unless he/she clears all the subjects of (n-2) academic years of the respective UG/M.Sc. programme. A student must complete minimum 50% of credits at the end of First year and must complete minimum 60% of credits cumulatively from 2nd years onwards for being eligible to register in the next academic year of graduation. Otherwise, the admission shall be cancelled/terminated. However, such students may appeal to the Chairperson Senate to reconsider their cases on merit.

The student will be allowed to continue his/her study from odd semester to even semester even he/she fails in any number of courses. But the student will not be allowed to register in the next year (i.e. in the new courses of odd semester) if he/she fails in more than total four courses at previous odd plus even semesters. These students will be allowed to appear at the appropriate supplementary examinations for the failed courses.

The student shall register in a semester sequentially, that is, he/she shall not be allowed to register for the next semester without registering for the previous semester.

4. Registration for the subjects having 'FF', 'NA', 'II' and 'XX' grades in earlier semesters
 - (a) Students obtaining 'FF' or 'NA' or 'II' grade in a subject or a laboratory course must appear in the supplementary examination of the concerned subject or laboratory course whenever scheduled by the institute.
 - (b) Students obtaining 'XX' grade in a course has to clear the subject through by paying 20% of tuition fees per course and (1) registering in a regular semester whenever the same subject is offered in the respective semester or (2) registering in Special Summer Classes or through mentoring in the evening contact hours if conducted in the respective academic semester / year. The registration for Special Summer Classes or mentoring

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through evening contact hours and execution process will be announced by the academic section time to time with necessary approval of the Chairperson, Senate. The student will not be allowed to go the n th ($n \geq 3$) academic year without clearing the 'XX', 'NA', 'II', 'FF' grades in the respective courses of $(n-2)$ academic years. The course can be a theory subject, practical, workshop, seminar, and project.

- (c) In case of failure in any noncredit course the student will have to re-register for it in the appropriate semester of the next academic session.
5. Students may add and drop subject(s) with the concurrence of the Academic Performance Review Committee (APRC) under intimation to the concerned course instructors and the academic section provided this is done within the date mentioned in the academic calendar.
 6. The classes of all semesters will start from the day following the registration as per the Academic Calendar.
 7. A student who has been debarred from appearing at an examination either (a) as per recommendation of the subject teacher for unsatisfactory attendance or (b) by the Institute as a measure of disciplinary action or (c) for adopting malpractice at an examination may register for the subject after the term of the debarment expires, provided that other provisions of the regulation do not prevent him/her.
 8. An elective course will normally be offered only if there is a minimum registration of
 - a. 15 students for UG B.Tech. programmes and M.Sc. programmes and maximum 75 (one division)
 - b. 6 students for PG programme

7.1 M.Tech. (Research) Registration

1. Every student is required to register for a seminar and the approved theory courses in respective department at the commencement of 1st semester after consulting the supervisor as notified in the Academic Calendar. Moreover, the students will have to register for each subsequent semester till submission of the dissertation.
2. The procedure for registration for M. Tech (Research) shall be as follows:
 - a. The candidate shall obtain M. Tech (Research) Registration Forms and application form for registration from the Academic Section after payment of the prescribed fees.
 - b. The entire M. Tech (Research) programme of the candidate shall be finalized by the respective department as per the course structure.
 - c. The candidate shall fill in the registration form in consultation with the supervisor(s) and submit them to the respective Chairperson DAAC.
 - d. The Chairperson, DAAC shall approve the M. Tech (Research) programmes of all candidates after due scrutiny.

7.2 Ph.D. Registration

Every student after consulting his/her supervisor is required to register mandatorily for the approved courses and/or for research progress seminar with the PhD Coordinator of respective department at the commencement of each semester on the day fixed for such registration and notified in the Academic Calendar. If a student fails to register in a given Semester, his/her name will be removed from the Institute roll.

The students who will be reporting further for late registration, their cases will be considered by the Institute Director on case-to-case basis.

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Only those students will be permitted to register in the next semester who have:

- (a) Cleared all Institute, Hostel and Library dues and fines (if any) of the previous semesters.
- (b) Paid all required advance payments of Institute and Hostel dues for the current semester and not been debarred from registering on any specific ground.

The procedure for registration for courses shall be as follows:

1. The candidate shall obtain Course Registration Form and 'First Registration for Ph. D. Programme' form, from the Academic Section after payment of the prescribed fees.
2. The department shall finalize the entire course programme of the candidate in consultation with the Supervisor(s). The course programme will include the course(s) to be registered and credit seminar(s) to be delivered by the student.
3. The candidate shall fill in the Course Registration Form and 'First Registration for Ph. D. Programme' form, in consultation with the Supervisor(s) and submit them to the academic section and respective Department.
4. The Dean (Academics) shall inform the IAAC of any discrepancy in the Registration. However, the candidates should ensure on their own that they comply with the credit requirements.
5. The DAAC shall approve the course programmes of all candidates after due scrutiny.

A candidate can register for one or more courses not registered earlier or modify one or more courses registered earlier within the first two weeks from the commencement of classes provided the course credit requirements remain unchanged.

Every student, after fulfilling of minimum credit requirements must confirm the registration for Ph.D. programme by filling the appropriate form.

8 ATTENDANCE REQUIREMENT AND ASSISTANTSHIP

All students must attend every lecture, tutorial, and practical classes. In order to maintain the attendance record of a particular course, a roll call will be taken in every scheduled lecture, tutorial and practical class. For the purposes of attendance, every scheduled practical class will count as one unit irrespective of the number of contact hours. However, to account for late registration, sickness, or other such contingencies like participating and presenting the institute at different events at the national and international levels, the attendance requirement will be a minimum of 75 % of the scheduled classes. There is no compensation in evaluation of course due to any kind of absence.

1. The attendance requirement of minimum 75% shall be adhered to and the student obtaining attendance less than 75% and more than 60% in a subject shall be awarded one grade lower than the actual grade obtained by the student.
2. A student with less than 60% attendance in a course during a semester, in lectures, tutorials and practical (as applicable) taken together will be awarded an 'XX' grade.
3. The faculty will submit the attendance record with percentage attendance detail to the academic section.
4. If a UG/PG/M.Sc./Ph.D. student is continuously absent from the Institute for more than six weeks without notifying the Dean (Academics) of the Institute his/her name will be removed from the Institute roll. However, such student may appeal to the Director to reconsider his/her case on merit. However, the decision of director will be final and binding to the student.

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5. It will be the responsibility of the student to intimate the Dean (Student Welfare), the Warden of the hostel in which he is residing and the concerned Course Instructor about his absence before availing the leave.

8.1 Attendance Requirements for GATE Scholarship / Assistantship

An M.Tech. student irrespective of the source of assistantship, must attend at least 75 % of classes in each course in which he/she is registered. In case his/her attendance falls below 75% in any course during a month, he/she will not be paid assistantship for that month. Further, if his/her attendance again falls short of 75 % in any course in any subsequent month in that semester his/her assistantship will be terminated. The monthly stipend form of the student is to be signed by the course teachers, PG Incharge and the Head of the Department in the 1st year of the programme and by the supervisor, PG Incharge and Head of the Department in the 2nd year of the programme.

8.1.1 Eligible Leave Rules for Full-time M.Tech. availing GATE Scholarship / Assistantship

Prior application for leave must be submitted by the student to the Head of the Department concerned stating the reasons for the leave requested along with supporting document(s), wherever applicable. Such leave will be granted by the Head of the Department and the absence will not be counted for computation of attendance. The norms of granting the leaves to the M.Tech. students are appended in following paragraphs:

- (a) During his/her stay at the Institute will be entitled for twenty (20) days leave during each academic year, including leave on medical ground. These scholars are not entitled to have vacation. Even during mid / end semester breaks and summer / winter vacations, he/she will have to explicitly apply for leave.
- (b) He/she is eligible for eight (8) casual leaves in an academic calendar.
- (c) Duty leaves up to fifteen (15) days in an academic year may be granted by HOD on recommendation of Guide for data collection, testing / measurements (if facility not available within the Institute), presenting research papers in conferences, attending workshops/conferences required for his/her research work, etc. Additional period of duty leaves, if required, may be sanctioned by Dean (Academics) based on the recommendation of Guide and HOD.
- (d) The M.Tech. student may be allowed to leave station for visiting other places (in addition to the collaborating Organizations / Institutes / Industries) preferably after completion of their course work or during vacations when there is no teaching work scheduled, if recommended by Guide and HOD, and approved by Dean (Academics) well in advance.
- (e) In case the M.Tech. student is on roll for part of the academic year, the proportionate leaves can be availed by him/her.
- (f) Leaves of the student of any kind will not be carried forward to the next academic calendar.
- (g) Calculations of prefix and suffix for availing holidays with the leaves will be as per the norms of earned leaves/casual leaves of the Institute faculty members.

8.2 Duration of PG GATE Scholarship / Assistantship

The PG student who is admitted based on GATE score is eligible for MoE assistantship – GATE Scholarship provided by Ministry of Education, Government of India for a maximum duration of 24 for Months from the date of completion of the registration process at the institute after the confirmation of an admission by CCMT. The student will avail the assistantship / scholarship for a duration whichever is minimum duration from the date of completion of the registration process at the institute after the confirmation of an admission by CCMT or the beginning of the

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new academic year till (i) 24 months or (ii) the date on which student submit the final dissertation as per the date announced in the academic calendar or (iii) the last date of teaching of 4th semester on the request from the student in case if he/she wants to join any organization.

8.3 Attendance Requirements for Ph.D. Student

Attendance in all classes (Lectures, Tutorials etc.) must be at least 75 % of the total classes. A student will be debarred from appearing in an examination if his attendance falls below 75 % including all types of leave.

8.3.1 Eligible Leave Rules for Full time Ph.D. Scholar availing stipend / scholarship

Prior application for leave must be submitted by the student to the Head of the Department concerned stating the reasons for the leave requested along with supporting document(s), wherever applicable. Such leave will be granted by the Head of the Department and the absence will not be counted for computation of attendance. The norms of granting the leaves to the Ph.D. students are appended in following paragraphs:

- (a) During his/her stay at the Institute will be entitled for thirty (30) days leave during each academic year, including leave on medical ground. These scholars are not entitled to have vacation. Even during mid / end semester breaks and summer / winter vacations, he/she will have to explicitly apply for leave.
- (b) He/she is eligible for eight (8) casual leaves in an academic calendar.
- (c) Duty leaves up to thirty (30) days in an academic year may be granted by HOD on recommendation of Ph.D. Supervisor for data collection, testing / measurements (if facility not available within the Institute), presenting research papers in conferences, attending workshops/conferences including training programmes / seminars required for his/her research work, etc. Additional period of duty leaves, if required, may be sanctioned by Dean (Academics) based on the recommendation of Ph.D. Supervisor and HOD.
- (d) The Ph.D. student may be allowed to leave station for visiting other places (in addition to the collaborating Organizations / Institutes / Industries) preferably after completion of their course work or during vacations when there is no teaching work scheduled, if recommended by Supervisor and HOD, and approved by Dean (Academics) well in advance.
- (e) Research scholar will be eligible for Maternity/Paternity Leaves with assistantship as per Government of India notifications released from time to time for research scholars.
- (f) In case the Ph.D. student is on roll for part of the academic year, the proportionate leaves can be availed by him/her.
- (g) Leaves of the student of any kind will not be carried forward to the next academic calendar.
- (h) Calculations of prefix and suffix for availing holidays with the leaves will be as per the norms of earned leaves/casual leaves of the Institute faculty members.
- (i) Absence for a period not exceeding one week in a semester due to sickness or any other unavoidable reasons for which prior application could not be made may be condoned by the Head of the Department provided he/she is satisfied with the explanation. This leave is subject to certification by Competent Medical Authorities and attested by Institute Medical Officer. However, the total absence in a semester including all types of leave should not exceed 25%.
- (j) If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted through the Head of the Department to the Dean (Academics) with supporting documents. In each case, the decision to grant leave shall be taken by the

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Dean (Academics) on the recommendation of the Head of the Department. However, stipend payment for the students shall be governed as per the rules of the Institute.

- (k) The Dean (Academics) may, on receipt of an application also decide whether the student be asked to withdraw from the course for that particular semester because of long absence.

8.4 Ph.D. Scholarship

1. The Institute Research Scholars (FIR) will be paid scholarship at a rate in accordance with the directives from the appropriate authorities as notified from time to time.
2. Institute Research Scholars are eligible to receive scholarship for a maximum period of Four years and extendable to Five years subjected to satisfactory progress made by him/her, critical review and recommendation of RPC panel as well as MoE directives.
3. If in the opinion of the research progress committee the continuation of registration and scholarship cannot be recommended, the committee may stipulate a period of time, not less than three months, for the candidate to re-appear before the research progress committee for the consideration of continuation of research work and scholarship.
4. An approval of the head of the Institute is required for withheld / starting of stipend for PhD students under FIR category based on his/her RPS performance.
5. Any Ph.D. scholar must not avail the financial support in terms of scholarship/stipend/contingency grants from multiple sources at a given instant. If this rule is violated by any Ph.D. students, the disciplinary action will be taken and it may lead to the cancelation of the student registration from the programme.

9 MONITORING OF ACADEMIC PERFORMANCE OF WEAK STUDENTS

At the end of each semester, academically poor students will be identified by the following criteria of academic performance:

- (a) Earned credits in a semester falling below 50% or
- (b) CGPA falling to 4 or less.

All students identified by the above criteria at the end of each semester will have their academic records monitored by the Academic Performance Review Committee (APRC). These students will have to meet the APRC which would try to assess the causes for unsatisfactory performance and advise him/her accordingly so that the performance improves. The APRC may also recommend an upper limit on the number of courses or total number of credits to be registered by the student in the subsequent semesters. This advice is binding and no relaxation will be made. In addition, the student's department and the course teachers will be requested to monitor the student's performance.

The APRC while reviewing the academic performance of weak students would also recommend termination of registration if a student fails to satisfy the minimum academic criteria laid down for continuation as a student at the end of each academic year (i.e. even semester). Details of the criteria for continuation of registration (i.e. continuation as a student) are given under following Section.

10 TERMINATION FROM THE PROGRAMME

Following are the guidelines for termination of the programme for a particular student of UG/M.Sc./PG/Ph.D.:

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1. If a student remains continuously absent for more than six weeks in a semester without sanction of leave, his/her name shall be struck off from the rolls of the Institute. However, such students may appeal to the Director to reconsider their cases on merit.
2. A student may be required to leave the Institute on disciplinary grounds on recommendation of the Disciplinary Committee.
3. A student shall have to leave the Institute if he/she fails to satisfy the minimum academic criteria prescribed for continuation as a student at the end of each academic year as stated below:

The student will not be allowed to register in the nth academic year ($n \geq 3$) of the respective UG/M.Sc. programme unless he/she clears all the subjects of (n-2) academic years of the respective UG/M.Sc. programme. A student must complete minimum 50% of credits at the end of First year and must complete minimum 60% of credits cumulatively from 2nd years onwards for being eligible to register in the next academic year of graduation. Otherwise, the admission shall be cancelled/ terminated. However, such students may appeal to the Chairperson Senate to reconsider their cases on merit.

10.1 M.Tech. (Research) Programme Termination

The period of validity of M.Tech. (Research) registration is four years. If the candidate is not able to submit the thesis within this time frame, he/she may apply to the Director for an extension of six months under exceptional situation. The Director may consider such application case to case basis. If such application is not submitted by the candidate or approved by the Director, the candidate registration will be cancelled as termination from M.Tech. (Research) programme.

10.1.1 Withdrawal from the Institute

- (a) If a student withdraws from his/her M.Tech. (Research) Programme within the first Semester after admission, his/her student status ceases and he/she would not be readmitted with any weightage for the credits acquired.
- (b) The student will lose the student status if he/she leaves any time without prior permission of the Institute.

10.2 Ph.D. Programme Termination

The period of validity of Ph.D. registration is seven years irrespective of the category of the scholar. If the scholar is not able to submit the thesis within this time frame, he/she may apply to the Director for an extension of six months for submitting the pre-synopsis and synopsis under exceptional situation. The Director may consider such application case to case basis. If such application is not submitted by the scholar or approved by the Director, the registration of the scholar will be cancelled as termination from Ph.D. programme.

10.2.1 Withdrawal from the Institute

- (a) If a student withdraws from his/her Ph.D. Programme within the first two years after admission, his/her student status ceases and he/she would not be readmitted with any weightage for the credits acquired during the period of stay.
- (b) In case a student wishes to temporarily withdraw from his/her Ph.D. Programme, for a maximum of period of one year, he/she may do so only after a period of two years, following his/her date of registration with prior permission of the Senate.
- (c) If a student leaves the programme any time without prior permission of the Institute, he/she will lose his/her student status.

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11 EVALUATION AND GRADING

The evaluation process of the course will be notified by the faculty member (Course Coordinator) in the beginning of the semester.

1. This evaluation will be divided into three parts continuous, mid-semester, and end-semester evaluations.
2. Generally, total marks
 - a. for theory evaluation of a subject is 100 marks (20% Continuous evaluation through assignments / quizzes, 30% Mid Semester Examination and 50% End Semester Examination), the duration for mid-semester examination is of one hour and thirty minutes and the duration of end-semester examination is of three hours duration.
 - b. for tutorial evaluation of a subject is 25 marks (100% Continuous evaluation through number of assignment / quizzes),
 - c. for practical evaluation of a subject is 50 marks (100% Continuous evaluation through number of laboratory work / mini-project / designs).
3. For the subject having tutorial (T) and practical (P), the evaluation will be continuous evaluation and there is no end-semester evaluation. The continuous evaluation will be in the form of assignments for tutorial (T), and for practical (P) it is laboratory work, mini-project / design and viva.
4. The evaluation pattern for the theory courses shall be as under:
 - a. Mid Semester exam : 30 marks (30%)
 - b. Assignment/Quizzes : 20 marks (20%)
 - c. Makeup Mid Semester Examination (due to absence in mid-semester examination on medical reasons) : 30 marks (30%)
 - d. End Semester Exam : 100 marks question paper (converted to 50 marks - 50%)
5. The course teacher/coordinator is required to maintain a detailed record of the performance of the students in each assessment. When all the assessments in the course are complete, total marks obtained are converted into a grade. The evaluated answer books shall be shown to the students before finalizing the grades. The answer books should be maintained by the department for the accreditation process and will be disposed as per the instructions of the competent authority from time to time.
6. For the first-year students, if student avails less than twelve marks in the mid semester examination of any subject, he/she may appear in the Makeup Mid Semester Examination to improve the performance. However, the maximum marks considered will be twelve for grading purpose. Such students should register their name with course coordinators at least one week before the beginning of the Makeup Midsemester Examination.

11.1 Credit System

Presently, institute follows 10.0 points grading system. The prominent features of the credit system are the process of continuous evaluation of a student's performance, the absence of pass or fail on an annual basis and the flexibility to allow the students to progress at a pace suited to individual ability and convenience, subject to the regulations of credit requirements.

Each course, except a few special courses, has a certain number of credits assigned to it depending upon its lecture, tutorial and laboratory contact hours in a week.

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Each course is coordinated by a member of the faculty called the course coordinator. He/she has the full responsibility for coordinating the course, coordinating the work of other members of the faculty involved in that course, holding the tests, and awarding the grades. In case of any difficulty, the student is expected to approach the course coordinator for advice and clarification.

A letter grade, corresponding to specified number of grade points, is awarded in each course for which a student is registered. On obtaining a pass grade, the student accumulates the course credits as earned credits. A student's performance is measured by the number of credits that he/she has earned and by the weighted grade point average. A minimum number of credits should be acquired in order to qualify for a degree and continuation on semester basis.

11.2 Performance Evaluation- SGPA and CGPA

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

The SGPA is calculated on the basis of grades obtained in all courses registered for the semester.

$$SGPA = \frac{\sum_{Course\ in\ a\ Semester}^n (Course\ Credit\ x\ Grade\ Point)}{\sum_{Course\ in\ a\ Semester}^n (Course\ Credit)}$$

The CGPA is calculated on the basis of all pass grades obtained in all completed semesters

$$CGPA = \frac{\sum_{All\ Semesters\ Completed}^m (Course\ Credit\ x\ Grade\ Point)\ in\ passed\ courses}{\sum_{All\ Semesters\ Completed}^m (Course\ Credit)\ in\ passed\ courses}$$

Both SGPA and CGPA will be rounded off to second place of decimal and recorded as such.

11.3 Conversion of CGPA into Equivalent % of Marks

Average %age of marks = CGPA x 10

Award of Class:

First Class with Distinction: 70% and above

First Class: Below 70% and upto 60%

Second Class: Below 60% and upto 50%

Pass Class: Below 50% and upto 40%

11.4 Award of Grades

Based on the performance of a student, each student is awarded a final letter grade in each subject at the end of the semester. The letter grades and the corresponding grade points are as follows:

Grade	Grade Points	Description of Performance
AA	10	Outstanding
AB	9	Excellent
BB	8	Very Good
BC	7	Good
CC	6	Average
CD	5	Below Average

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DD	4	Marginal
FF	0	Fail
II	-	Incomplete (For absence in end-semester examination on medical reasons)
NA	-	Not Appeared in Examination
WW	-	Withdrawal from Semester
XX	-	Unsatisfactory attendance in a course

11.5 Description of Grades

Following is the description of grades awarded in a particular course.

(a) AA Grade

An 'AA' grade stands for outstanding achievement. The minimum percentage of marks for an award of an 'AA' grade is 80%. However, individual course coordinators may set different requirements depending upon the class performance.

(b) DD Grade

The 'DD' grade stands for marginal performance, i.e., it is the minimum passing grade in any course. The minimum percentage of marks for an award of the 'DD' grade is 36%. However, the student must secure at least 30% marks in the end semester examination, otherwise, he/she will be awarded the FF grade.

(c) II Grade

An 'II' grade denotes incomplete performance in any course (theory, lab) due to absence at the end of the semester on medical grounds. In such cases, the student can apply for 'II' grade. An application requesting 'II' grade should be made at the earliest, but not later than the last day of the examination. This application should be made to the Head of Department of the student's programme who, depending on the merit of the case, will grant approval and inform all the concerned course coordinators and Deputy Registrar (Academics). The student should subsequently complete all course requirements within fifteen days from the date of the last end semester examination except in theory courses. The 'II' grade will then be converted to a proper grade (AA to FF).

The 'II' grade can be awarded for incomplete project work, at the end of a semester. Subsequently, it is converted into a regular grade upon completion of the project work and its evaluation. The 'II' grade may also be awarded for Dissertation Preliminaries of the 3rd semester of M.Tech. programme.

(d) NA Grades

The students who remain absent in the end semester examination or supplementary examinations (not on medical grounds) will be awarded 'NA' grade instead of 'II' grade.

(e) FF Grade

The 'FF' grade denotes poor performance, i.e., failure in a course. A student has to repeat all compulsory (core) courses in which he/she obtains 'FF' grade until a passing grade is obtained. For the other (elective) courses in which 'FF' grade has been obtained, the student may take the same course or any other course from the same category.

His/her earned credits during the semester may fall short of the required number and he/she may be asked to leave the Institute. 'FF' grade may result in an increased period of stay for

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completing degree requirements. Further, 'FF' grade secured in any course stays permanently on the grade card.

(f) WW Grade

A 'WW' grade is awarded in a course where the student has opted to withdraw from the course. Withdrawal from a course is permitted until one week before the mid-semester examination.

(g) XX Grade

The 'XX' grade is awarded for unsatisfactory attendance.

A candidate is considered to have completed a subject successfully and earned the credits if the secures a letter grade other than 'XX' or 'FF' in that subject. A letter grade 'FF' in any subject implies a failure in that subject.

11.5.1 Earned Credits (EC)

The credits for the courses in which a student has 'DD' (minimum passing grade for a course) or a higher grade will be counted as credits earned by him/her. Any course in which a student has obtained FF or WW grade will not be counted towards his/her earned credits.

11.6 Guidelines for the Award of 'II' Grade in PG Dissertation

An M.Tech. student is required to submit a dissertation as a part of curriculum. A regular student who is unable to complete his/her Dissertation at the end of fourth semester may be awarded an 'II' grade on recommendation by a committee consisting of (i) Head of the Department (ii) Nominee of the Director (iii) Supervisor(s) of the project.

A student who has been awarded an 'II' grade is required to formally register for the next semester and pay the fees. Also, he will be normally required to vacate the hostel room.

'II' grade in the Dissertation will be awarded in exceptional cases under the circumstances beyond student's/supervisor's control. However, the following are the grounds recognised for the award of 'II' grade:

- Medical grounds to the satisfaction of the Institute authorities.
- Technical reasons/grounds such as supervisor/equipment not being available.

12 MODERATION OF RESULTS

The answer books of end semester examinations after evaluation shall be shown to the students by the concerned teachers within a week after the conduct of exams. 'Student consultation period' of 2 or 3 days may be intimated to the students before finalizing the marks. The purpose of student consultation period is twofold: (i) to answer any query that a student may raise about the marks awarded, and (ii) to correct any factual errors that may have occurred, e.g., in totaling, etc. The marks should in no case be changed based on student's reaction. The final grades shall be forwarded to the Academic Section by the concerned Course Coordinators as per the last date specified in the academic Calendar. The final grades awarded to students shall be moderated every semester as per the academic calendar by a committee constituted by the institute.

13 EXAMINATIONS

- All the examinations be conducted by following the code and conduct of examination approved by the Senate. The end semester examinations shall be conducted during the time schedule decided at the Institute Level.

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2. Students who have satisfactory attendance record and paid institute and hostel dues of the Semester will be eligible for appearing in the examination. A student may be debarred from appearing in the examination as the result of disciplinary action.
3. Students who are unable to appear in the semester-end examination due to some compelling reason such as serious illness or other special circumstances will be given II grade (on medical grounds) and NA grade (on non-medical grounds) and will be permitted to appear in a supplementary examination to be conducted as scheduled by the institute.
4. Students who have failed in one or more courses in the end semester examination of a semester, will be permitted to appear only in the supplementary examinations as scheduled by the institute and to be conducted preferably before the commencement of the next semester. The original grade will be modified to a new grade (AA to FF) based on the performance in the supplementary examination.
5. The student will not be allowed to register in the nth academic year ($n \geq 3$) of the respective UG/M.Sc. programme unless he/she clears all the subjects of (n-2) academic years of the respective UG/M.Sc. programme.
6. The course coordinator shall make MIS entries and submit the results of his/her course. However, the grade sheet generated through the MIS must be submitted by the course coordinator to the Examination/Academic section within 2 days of online submission.
7. Any change of grade of a student in a subject, consequent upon detection of any genuine error on the part of the concerned teacher, must be approved by the DAAC and forwarded to the Academic / Examination Section by the concerned coordinator through the Head of the Department.

14 REQUIREMENTS FOR AWARD OF DEGREE

UG / PG / M.Sc./ Ph.D. degree or NEP Exit-Equivalence degree will be awarded to the students fulfilling the requirements laid by the senate. NEP Exit-Equivalence degree at each mentioned in the Table 1 and Table 2 with minimum credits to be earned by the student is 40 for exit at any programme. The regular degree B.Tech. / M.Tech. / M.Sc. / M.Tech. (Research) / Dual Degree / Ph.D. requirement is as follows.

14.1 B.Tech. Degree

The maximum span of validity of credits is 7 years.

1. Earned Credit Requirement

Earned credit requirements for the various B. Tech. programmes are completion of credits based on the teaching scheme of individual programmes.

2. CGPA Requirement

A student must obtain a minimum Cumulative Grade Point Average (CGPA) of 4.5 to be eligible for award of the B. Tech. degree.

3. Vocational Training / Professional Level Experiential Learning / Industry Internship / Practical Training Requirement

With an introduction of vocational training / experiential learning / industry internship under NEP 2020, the student registering for this will be evaluated by the department as described in the evaluation process in Section.

4. A student will be awarded B. Tech. degree in the relevant programme if he/she has fulfilled the following requirements:

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- a. Completed earned credit requirements for the programme as specified in the scheme of teaching and examination.
- b. Obtained a CGPA of 4.5 or more on completion of earned credit requirements.
- c. Satisfactorily completed all the non credit courses (Practical or Industrial Training) required for the programme.
- d. Paid all the dues to the Institute and Hostel.
- e. No disciplinary action is pending against him/her.

14.2 Dual Degree B.Tech. + MBA

The maximum span of validity of credits and degree completion is 7 years. The minimum number of credits that student has to earn is 120 credits at B.Tech. level (three years of UG study) and 80 credits during next two years of MBA study.

14.3 M.Tech. Degree

The maximum span of validity of credits and degree completion is 3 years.

(a) Earned Credit Requirement

Earned credit requirements for the various M.Tech. programmes are completion of credits for 4-semester programmes based on the teaching scheme of individual programmes.

(b) CGPA Requirement

A student must obtain a minimum Cumulative Grade Point Average (CGPA) of 5.0 to be eligible for award of the M. Tech. degree.

14.4 M.Sc. Degree

A student will be awarded M.Sc. degree in the relevant discipline if he/she has fulfilled the following requirements:

(a) Earned Credit Requirement

Earned credit requirements for the various M.Sc. programmes are completion of 200–210 earned credits based on the teaching scheme of individual programmes.

(b) CGPA Requirement

A student must obtain a minimum Cumulative Grade Point Average (CGPA) of 4.5 to be eligible for award of the M. Sc. degree.

(c) Satisfactorily completed all the non credit courses required for the programme.

(d) Paid all the dues to the Institute and Hostel.

(e) No disciplinary action is pending against him/her.

14.5 M.Tech. (Research) Degree

The maximum duration is four years for thesis submission. The student has to defend the final viva-voce examination. A student shall be declared eligible for award of M. Tech (Research) Degree if he / she has:

1. Completed all the Course Work and Seminar requirement for the degree with CC or higher grade in each of the subjects, seminars, and dissertation.
2. Obtained the minimum CGPA requirement of 6.0 at the end of Course Work and Seminars.

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3. M.Tech. (Research) work has been carried out within / outside the Institute under the guidance of supervisor(s) for at least two years (before pre-synopsis) after the date of registration. The above period includes Course work and Seminars.
4. The candidate's one paper has been accepted or published in refereed National or International journal under SCIE.
5. The dissertation submitted by the candidate has been recommended for the award of the M.Tech. (Research) degree by one external referee and the supervisor(s) and by the Board of Examiners (BOE) constituted for the viva-voce examination.
6. Defended the M. Tech (Research) work at an open viva-voce examination conducted by the BOE.
7. The award of M. Tech (Research) degree must be recommended by the Senate.

14.5.1 M.Tech. (Research) Dissertation Evaluation

Prior to the submission of the synopsis of the thesis, a comprehensive internal assessment of the Research work should be made by a panel consisting of the RPC members and one or two faculty members, who are familiar with the concerned area of research work from the Institute, appointed by the Dean (Academic) in consultation with the supervisor(s).

14.5.1.1 M.Tech. (Research) Pre-synopsis Submission

1. This assessment will be through a pre-synopsis seminar. The candidate can submit the synopsis only if the panel is satisfied about the quality of the work for submission as a M.Tech. (Research) dissertation.
2. Details of the pre-synopsis seminar shall be adequately notified so as to enable interested staff members and students to attend the same.
3. The Chairperson of the pre-synopsis evaluation panel shall forward the panel's report to the Deputy Registrar (Academics) through the Dean (Academics) for Office record for the Academic section.

14.5.1.2 M.Tech. (Research) Synopsis Submission

1. The candidate shall submit FOUR copies of the synopsis of the work at least two months before submission of dissertation through the Chairperson DAAC to the Academic section with the following certificates:
 - a. Certificate from the Chairperson, DAAC that the prescribed course credits are completed.
 - b. Copy of report from the Chairperson of the panel of examiners for pre-synopsis seminar.
 - c. Certificate that the pre-synopsis seminar has been completed satisfactorily.
 - d. Certificate from the Research Supervisor(s) stating:
 - i. That there is a *prima facie* case for consideration of the dissertation including the mandatory publication requirement, i.e., proof of communication of research paper(s).
 - ii. That the dissertation does not contain any work which has been previously submitted for the award or any degree, and
 - iii. The extent of collaboration, if any,
 - iv. "No dues Certificate" from all Sections, Hostel and Library that there are no arrears/dues up to the date of submission of dissertation.

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2. The M. Tech dissertation shall be written in English in the approved format.

14.5.1.3 M.Tech. (Research) Thesis Submission

1. The candidate shall submit four copies of the dissertation to the academic section within two months after approval of synopsis and not later than the limit of maximum duration for M.Tech. (Research).
2. The M.Tech. (Research) Thesis, at the end, should also consist of a declaration certificate as per the format approved in anti-plagiarism policy of the Institute.
3. Along with the dissertation, the candidate shall submit the requisite forms containing the authorization from the supervisor(s) for submission of the dissertation and a certificate from account section that there are no dues against the candidate.
4. Immediately after satisfactory completion of pre-synopsis seminar, supervisor(s) will submit the proposed list of external referees to the HOD/Chairperson DAAC. The list should be consisting of FIVE members from India with PhD degree and working in the relevant area of research. The HOD/Chairperson DAAC upon satisfaction shall forward the same to the Dean (Academics). The Dean (Academics) upon satisfaction shall forward it to the Director as the Senate Chairperson for selecting one external referee.

14.5.1.4 M.Tech. (Research) Thesis Review Report

1. The referee shall independently report to the Dean (Academics) of the Institute, preferably within four weeks from the date of the receipt of the dissertation. The Dean (Academics) should convey to the referee that following information should be included in assessment report
 - a. a critical survey and evaluation of the quality and quantity of the work as embodied in the dissertation.
 - b. Questions, if any, to be asked or points to be clarified at the viva-voce examination, and
 - c. A definite recommendation as to whether the dissertation is acceptable for the award of the degree of M.Tech. (Research).
2. if a referee in the report is not in a position to make a definite recommendation for the award of the degree, supervisor should be requested to get it corrected/implemented from the candidate as follows:
 - a. Substantial revisions involving rewriting of one or more chapters without, however, doing any further Research work. Completely rewrite the dissertation, if the dissertation in the present form requires major improvement in quality and quantity of work to be carried out by the candidate and he/she has been given an opportunity for further Research work and/or reinterpretation of results within specified limit of maximum duration of M.Tech. (Research).
3. The copy of the referee's report when received shall be confidentially made available to the Supervisor(s). The supervisor(s) shall send comments to Dean (Academics) on these reports.
4. Dean (Academics) will submit the referee's reports and supervisor's comments to evaluation committee comprising of Dean (Academics) as Chairperson, one recognized supervisor (other than the supervisor(s) of the concerned students) from the department and one recognized supervisor from another department. Such committee should be constituted by Dean (Academics) in consultation with the Chairperson of the Senate in each case. This committee will recommend to the IAAC whether the dissertation be

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accepted for the viva-voce examination or be rejected or be referred again to a new referee after due corrections.

5. A dissertation may be considered acceptable for holding the viva-voce examination if the referee gives positive recommendations. If the dissertation is rejected, as it is, it shall be referred to a second referee chosen from the panel of examiners by the Chairperson, Senate.
6. Whenever a dissertation is referred to a second referee, the comments of the supervisor point by point for the queries by the first referee, reported to the evaluation committee, should be also sent to second referee.
7. The Senate shall be the final authority in conferring the degree to the candidate.
8. If the referee recommends acceptance of the dissertation subject to minor modifications only, the dissertation can be resubmitted only once after incorporating the modifications, within a period of three months. The dissertation so resubmitted shall be examined by the same referee.
9. A dissertation rejected by the referee may be re-submitted to second referee after revision, not earlier than one semester and not later than two semesters from the date of such intimation to the candidate by the IAAC.
10. Rejection of the dissertation so re-submitted will disqualify the candidate from further consideration for the award of the M.Tech. (Research) degree, in the topic of research chosen.

14.5.1.5 M.Tech. (Research) Final Viva-Voce Examination

1. A candidate, whose dissertation has been accepted for the award of the M.Tech. (Research) degree, shall be required to defend the work at an open viva-voce examination conducted by a Board of Examiners at the Institute.
2. The Board of Examiners shall be appointed by the Senate Chairperson and it shall consist of-
 - a. A professor of the Institute, outside the department as Chairperson,
 - b. The Research Supervisor(s).
 - c. One of the examiners from RPC or additional examiner of pre-synopsis to act as an internal examiner; and
 - d. One of the referees
 - e. In case the appointed referee is not available for viva voce examination, a referee from the approved panel can be requested for the examination after taking due approval of Senate Chairperson.
3. The Board of Examiners shall submit its report in the prescribed form to the Dean (Academics) within 3 days after completion of viva-voce exam.
4. After satisfactory completion of the viva-voce examination, the M.Tech. (Research) degree may be conferred upon the candidate after approval by the Senate.
5. If a dissertation has been accepted but the candidate fails at the viva-voce examination, he/she may be permitted by the Chairperson, Senate to re-appear for viva-voce examination again at a later date. The recommendations of the Board of Examiners conducting the viva-voce examination shall be considered in taking a decision in this respect.

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6. After successful completion of the viva-voce examination, the candidate shall submit to the Academic Section two copies of the approved dissertation duly bound together with the application for submission of the same in the prescribed format.

14.6 Ph.D. Degree

A student shall be declared eligible for award of Ph.D. Degree if he/she has:

1. Completed all the Course Work and Seminar requirement for the degree with minimum CGPA 6.0.
2. Research work has been carried out within the Institute under the guidance of Supervisor(s) for a minimum duration of three years. This period includes Course work and Seminar also.
3. The thesis submitted by the candidate has been recommended for the award of the Ph.D. degree by two external referees and by the Board of Examiners (BOE) constituted for the viva-voce examination.
4. Defended the research work at an open viva-voce examination conducted by the BOE.
5. The award of Ph.D. degree must be recommended by the Senate.
6. Only those candidates will be considered for awarding the degrees whose results are declared one month prior to date of convocation.

14.6.1 Ph.D. Thesis Evaluation

Prior to the submission of the synopsis of the thesis, a comprehensive internal assessment of the research work should be made by a panel consisting of the RPC members and one or two faculty members, who are familiar with the concerned area of research work from the Institute, appointed by the Dean (Academic) in consultation with the Chairperson DAAC.

14.6.1.1 Ph.D. Pre-synopsis Submission

1. This assessment will be through a pre-synopsis seminar. The candidate can submit the synopsis only if the panel is satisfied about the quality of the work for submission as a PhD. thesis. The permission for conduct of Pre-synopsis shall be given only as and when the student has acceptance of (i) minimum TWO Technical papers in Journals enlisted in SCI/SCI(E) (Clarivate Analytics) / Scopus/Web of Science (non-paid journal) or (ii) minimum TWO process / product patents granted or (iii) ONE Technical paper in Journals enlisted in SCI/SCI(E) (Clarivate Analytics) / Scopus/Web of Science (non-paid journal) and ONE process / product patent granted.
2. Conditional Pre-synopsis will not be allowed. It is suggested that PhD supervisor should arrange the conduct of Pre-synopsis seminar of the student, if draft PhD thesis is ready for submission. The student will incorporate the corrections suggested by the Pre-synopsis seminar committee in the PhD Thesis.
3. The period of validity of Ph.D. registration is seven years. The candidates may submit their thesis before the end of this period after successfully appearing in the pre-synopsis seminar and following synopsis submission within a time limit specified in the following clause.
4. Any candidate who concurrently registers for any other degree courses at another organization shall be automatically be de-registered at the Institute.
5. Research Scholars who have successfully delivered pre-synopsis seminar of the thesis may be permitted by IAAC on recommendations of the DAAC to leave the Institute and submit the thesis from outside within a period of six months provided they fulfill the provisions of all other rules.
6. Pre-synopsis Evaluation Committee comprising of

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- a. Concerned Supervisor(s)
 - b. Examiner nominated by the Supervisor(s)
 - c. Examiner nominated by the DAAC Chairperson
 - d. Examiner nominated by the Dean (Academics) from the panel of examiners who is familiar with the concerned area of research work forwarded by the DAAC Chairperson
 - e. Chairperson for Pre-synopsis Evaluation Committee at associate professor or professor level nominated by DAAC Chairperson
7. Details of the pre-synopsis seminar shall be adequately notified so as to enable interested staff members and students to attend the same.
 8. DAAC Chairperson shall forward the panel's report to the Dean (Academics).

14.6.1.2 Ph.D. Synopsis Submission

1. The synopsis is to be submitted within two months from the date of successful completion of pre-synopsis seminar. The candidate shall submit 2 hard copies and a soft copy of the synopsis of his/her work preferably one month before submitting the thesis to the Dean (Academics). The soft copy can be used for quick communications with the examiners.
2. If the synopsis is not submitted within two months from the date of successful completion of the pre-synopsis seminar, then the candidate has to apply for extension (of a maximum period of one month) to the Dean (Academics) through the supervisor and the Chairperson, DAAC.
3. In case the student, is not able to submit the synopsis in the extended period, the pre-synopsis given by the candidate be treated as Research Progress seminar and he/she has to appear for Pre-synopsis Seminar in current/next semester. The candidate has to complete his/her all Ph.D. requirement within the time limit specified.
4. The candidate can submit synopsis and thesis on the same day.
5. After satisfactory completion of pre-synopsis seminar, supervisor(s) will submit the proposed list of external referees along with synopsis of PhD Thesis to the Dean (Academic) of the Institute through HOD/Chairperson DAAC.
 - a. The list should be consisting of complete addresses (including e-mail addresses and web links showing area of interest) of five members each from renowned universities/ research organizations abroad and well reputed institutes (IITs, IISCs, NITs, CSIR laboratories and centrally funded universities of India). The enlisting of few reputed state Universities with high ranking in NIRF (MoE) from India can be undertaken from whom the referees for Ph.D. panel can be invited.
 - b. The panel of experts for a review of Ph.D. thesis will be verified and approved by examination committee at the end of Pre-synopsis seminar and will be forwarded to Dean (Academics). The Dean (Academics) upon his/her satisfaction shall forward it to the Director as the Senate Chairperson for selecting two external referees consisting of one each from India and abroad.

14.6.1.3 Ph.D. Thesis Submission

1. The scholar has to submit his/her thesis within six months from the day of submission of synopsis.
2. If a candidate does not submit his/her thesis within six months from the date of submission of synopsis, he has to apply for an extension (of a maximum period of TWO months) to

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the Dean (Academics) through the supervisor and the Chairperson, DAAC. The Dean (Academics) will present the same to the IAAC for approval. In such case, the student has to continue his/her registration during the extended period. If the candidate fails to submit the thesis within the extended period, then his/her registration will be deemed to be cancelled.

3. The copies of the synopsis will be forwarded by the Dean (Academic) to the Academic Section with the following certificates:
 - a. Certificate from the Chairperson, DAAC that the prescribed course credits are completed.
 - b. Copy of report from the Chairperson of the panel of examiners for pre-synopsis seminar.
 - c. Certificate that the pre-synopsis seminar has been completed satisfactorily.
 - d. Certificate from the Research Supervisor(s) stating:
 - i. That there is a *prima facie* case for consideration of the thesis.
 - ii. That the thesis does not contain any work which has been previously submitted for the award or any degree, and
 - iii. The extent of collaboration, if any,
 - iv. "No dues Certificate" from all Sections, Hostel and Library that there are no arrears/dues up to the date of submission of the synopsis.
4. The student is allowed to submit the thesis without payment of semester registration fee if he/she submits the thesis before the last date of next semester registration.
5. The thesis shall be written in English in the approved format (printed on both sides of the pages) and as per the broad guidelines.
6. The candidate shall submit two copies of the thesis and a soft copy within six months after submission of synopsis to the Academic Section within the prescribed time limit. Depending upon the preference of the examiner, either hard copy or soft copy can be sent to him/her.
7. The Ph.D. Thesis, at the end, should also consist of a declaration certificate as per the format approved in anti-plagiarism policy of the Institute.
8. Along with the thesis, the candidate shall submit the requisite forms containing the authorization from the Research Supervisor(s) for submission of the thesis and a certificate from Accounts Section that there are no dues against the candidate.

14.6.1.4 Ph.D. Thesis Review Report

1. The two referees shall independently report to the Dean (Academics), preferably within six weeks from the date of their receipt of the thesis (either hard copy or soft copy). The Deputy Registrar (Academics) while forwarding the Ph.D. thesis to the referees, should convey to them that their reports should include:
 - a. A critical survey and evaluation of the quality and quantity of the work as embodied in the thesis.
 - b. Questions, if any, to be asked or points to be clarified at the viva-voce examination, and
 - c. A definite recommendation as to whether the thesis is acceptable for the award of the degree of Doctor of Philosophy.

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2. The copies of the referees' reports when received shall be confidentially made available in sealed envelope to the research supervisor(s). The research supervisor(s) shall send comments to Dean (Academics) on these reports.
3. Dean (Academics) will submit the referee's reports and supervisor's comments to evaluation committee comprising of Dean (Academics) as Chairperson, one recognized supervisor (other than the supervisor(s) of the concerned students) from the parent department and one recognized supervisor from another department. Such committee should be constituted by Dean (Academics) in each case. This committee will recommend to the Chairperson Senate whether the thesis be accepted for the viva-voce examination or be rejected or be referred again to a new referee. If the thesis under evaluation is required to be sent back to the Indian / Foreigner referee (on his/her suggestion) for its perusal after due corrections by the candidate, the revised corrected and evaluated thesis need not be placed for further evaluation at the institute for ensuring incorporation of corrections by the candidate.
4. A thesis may be considered acceptable for holding the viva-voce examination if both the referees give positive recommendations.
5. If one of them accepts and the other rejects the thesis, the thesis as it is (in original form), shall be referred to a third referee chosen from the panel of examiners by the Senate Chairperson.
6. Whenever a thesis is referred to a third referee the comments of the research supervisor point by point for the queries by the first two referees should also be reported to the evaluation committee.
7. The Chairperson Senate shall, however, be the final authority in deciding whether the thesis be accepted for the award of the degree.
8. If the referees(s) recommend acceptance of the thesis subject to major modifications, only the thesis can be resubmitted only once after incorporating the modifications, within a period of six months. The thesis so resubmitted shall be examined by the same referee(s).
9. A thesis rejected by two referees may be re-submitted after revision, not earlier than one year and not later than two years from the date of such intimation to the candidate by the Dean (Academics). The thesis so resubmitted may be examined by the same referees or by new referees, as approved by the Chairperson Senate. The candidate has to pay a registration fee for one semester towards laboratory usage while working for resubmission of the thesis.
10. Rejection of the thesis so resubmitted as above will disqualify the candidate from further consideration for the award of the Ph. D. degree, in the topic of Ph.D. chosen by him/her.

14.6.1.5 Ph.D. Final Viva-Voce Examination

1. A candidate, whose thesis has been accepted for the award of the Ph.D. degree, shall be required to defend his/her work at an open viva-voce examination conducted by a Board of Examiners at the Institute. The permission for conducting the Ph.D. examination on video conference or other online mode, on exceptional cases be obtained from Chairperson Senate on case-to-case basis.
2. The Board of Examiners shall be appointed by the Senate Chairperson and it shall consist of-
 - a. A professor of the Institute, outside the department as Chairperson nominated by Dean (Academics)
 - b. The Research Supervisor(s).

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- c. One of the examiners from RPC or additional examiner of pre-synopsis to act as an internal examiner appointed by Dean (Academics); and
 - d. One of the referees
 - e. In case the appointed referee is not available for Ph D viva voce examination, a referee from the approved panel can be requested for the examination after taking due approval of Senate Chairperson.
3. The Board of Examiners shall submit its report in the prescribed form to the Senate Chairperson within 3 days after completion of viva-voce exam.
 4. After satisfactory completion of Viva voce exam, the degree may be conferred upon the candidate after approval by the Senate.
 5. If a thesis has been accepted but the candidate fails at the viva-voce examination, he may be permitted by the Chairperson Senate to re-appear for viva-voce examination again at a later date. The recommendations of the Board of Examiners conducting the viva-voce examination shall be considered in taking a decision in this respect.
 6. After successful completion of the viva-voce examination, the candidate shall submit to the Academic Section two copies of his approved thesis from the board of the examination along with the thesis submission application in the prescribed format.
 7. Ph.D. final viva-voce examination of the candidate may be held online in case the external examiner is not able to conduct the examination in physical mode. Other members of Board of Examiners remain present in physical mode during the examination. In such cases, the permission should be obtained from Dean (Academics) on case-to-case basis.

15 ISSUANCE OF TRANSCRIPT

Transcript will be issued for any programme to the student after the pre-final year or final year of final degree. The student has to pay the charges as per the institute guidelines that will be published on the institute website.

16 DEGREE CERTIFICATE

The student has to submit the convocation form with details in prescribed format before the final semester examination of any programme. On completion of the degree requirement in the specified duration and no-due clearance from all sections of the institute, the student record will be placed in the senate and subsequently approved by the BoG. The BoG approval date is the date of degree awarding. The original certificate will be issued once. In case the student needs duplicate copy of the certificate, he/she has to apply paying the required charges.

17 ASSESSMENT OF SEMINAR / PROJECT / DISSERTATION

In this section guidelines for assessment of the seminar / project and internship at UG / PG level programmes are described.

17.1 B.Tech. / M.Tech. / M.Sc. Seminar Assessment

Seminar (if applicable) and Industrial Training (if applicable) assessment will be conducted as a course work. Head of each Department shall appoint one or two seminar coordinators depending on the class strength who in consultation with the other faculty members will prepare a list of seminar topics to be given to the students at the beginning of semester. The topics should be so selected as to require the students to refer to journals or advanced text books for preparation of the seminar. The faculty member proposing a seminar topic will normally be the supervisor for the seminar. On completion of the studies, the student shall submit two copies of the report, to the coordinator (one for the supervisor and one for the department) by the

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prescribed date and make oral presentation of his/her seminar topic in 15 to 20 minutes on scheduled date. The presentation shall be followed by discussions in which faculty members and the students will participate and seek response from the student. The seminar assessment will be initially made in terms of marks with 40 % weightage on the seminar report evaluated by the supervisor; the oral presentation and the response of the student in the discussion will be given 60 % weightage which will be individually awarded by a panel of three faculty members and the average taken. On compilation of the marks given on the report and the presentation, the coordinator(s) will convert the marks into grades and forward the same to the Academic Section.

17.2 B.Tech. Project Assessment

Project (if applicable) assessment will be conducted as a course work. Head of each Department shall appoint one or two project coordinators depending on the class strength who in consultation with the other faculty members will prepare a list of project topics to be given to the students at the beginning of semester. The allocation of projects, faculty supervisors and tentative plan of work are to be done before the beginning of the semester.

Number of students assigned a project work should, in general, be restricted to four. A committee of three examiners shall be appointed to evaluate the projects in addition to the concerned supervisors. The students are to be assessed on their initiative, interest, effort and regularity shown during the project work and in the preparation of the project report. This assessment will be made by the supervisor of 40 % weightage. The remaining 60 % weightage will be given on the average mark awarded by the three examiners based on the quality of the report, presentation of the project work and the performance in the oral examination. On compilation of the marks awarded by the supervisor and the board of examiners, the Chairperson of the committee will send the same to the Project coordinator(s) who will convert the marks into grades and forward to the Academic Section.

17.3 M.Tech. Dissertation Assessment

The Dissertation is to be carried out by the students independently during the 3rd and 4th semesters respectively. The work during the 4th semester is normally expected to be a continuation of the work of 3rd semester, except under those exceptional circumstances in which the supervisor is changed at the end of 3rd semester. The grading will be done separately for the work done during the 3rd and 4th semesters. An 'II' grade may be awarded to dissertation work at the end of 3rd semester. The rules applicable for award of 'II' grade are described earlier.

The student is required to submit a dissertation report as a part of dissertation at the end of 4th semester. The evaluation of group of students working in a similar broad area will be carried out by a group of internal examiners consist of minimum three examiners including supervisor. The number of groups of students and examiners will be decided by the HoD based on specialization. Same group of internal examiners will evaluate the student dissertation work during 3rd and 4th semesters. Final dissertation report will be prepared by the student in prescribed format adopted by the department for evaluation.

This assessment will be made by the supervisor of 40 percent weightage. The remaining 60 percent weightage will be given on the average mark awarded by other internal examiners based on the quality of the report, presentation of the dissertation work, and the performance in the oral examination. On completion of assessment compilation of the marks awarded by the supervisor and the group of internal examiners, the supervisor will convert the marks into grades and forward the same to the Academic Section through PG-Incharge and HoD.

17.3.1 Dissertation Report Submission

The student can submit the final dissertation report after the last date of the teaching of 4th semester if supervisor approves the work done by the student.

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The student whose final dissertation assessment is done and the result is declared before 31st July of a year will be awarded the degree certificate during the convocation of that year. Only provisional degree certificate will be awarded if the result is declared after 31st July.

Continuing the dissertation work and joining other organization permission will be granted to all the students due to employment in the last semester of the M.Tech. programme through necessary approval of Dean (Academics). The student shall apply for permission immediately to the Dean (Academics) through his/her department.

1. After the third semester and before the last date of the teaching of 4th semester of the M.Tech. programme. The student shall apply for permission immediately to the Dean (Academics) through his/her department. In this case if permitted, the duration of the dissertation would be of three semesters (i.e. one semester more than the regular student). That is, the student who has completed his/her 3rd semester regular as per the requirement, then two more semesters are required to fulfil the conditions of the M.Tech. programme. The student has to register in the even and odd semesters of the academic year and is required to pay full fees of the respective semesters. The dissertation thesis can be submitted after completion of total three semesters of dissertation as per the satisfaction of the concerned supervisor. The student will not be entitled for any stipend during the dissertation work.
2. After the last date of the teaching of 4th semester. If the student is availing the GATE scholarship, the scholarship will be stopped from the day he/she submit an application for permission after the last date of the teaching of 4th semester. The student has to submit the thesis as per the schedule mentioned in the Academic Calendar. If student is not able to submit the thesis as mentioned in the Academic Calendar, then he/she has to register for consecutive semesters and has to pay fees. The maximum duration of PG programme is 3 years, that is, 6 semesters, and in exceptional case it is 7 semesters as described earlier.

17.3.2 Industry Internship during PG dissertation

During the 2nd year of PG dissertation, industry-based internship is preferred such application should be routed through Career Development Cell of the institute.

In the 2nd year of PG programme, the student can pursue the internship maximum of 11 months duration in the industry. If the student is availing GATE scholarship / assistantship, for a duration of internship he/she will not be entitled to receive GATE scholarship / assistantship.

The number of students permitted and duration for such internship will be decided by the respective HoD through DAAC and it shall be approved by the IAAC Chairperson.

17.4 M.Sc. Dissertation Assessment

Dissertation is a core course in 5 Years Integrated M.Sc. programs. The Research Project / Dissertation is to be carried out by the students independently during the 9th and 10th semesters as part I and part II respectively. The work during the 10th semester is normally expected to be a continuation of the work of 9th semester, except under those exceptional circumstances in which the supervisor is changed at the end of 9th semester.

The grading will be done separately for the work done during the 9th and 10th semesters. The 'II' grade may be awarded to dissertation work at the end of 9th semester. The rules applicable for award of 'II' grade are mentioned earlier. The student is required to submit a dissertation as a part of research project / dissertation at the end of 10th semester.

For end-semester assessment of Dissertation Preliminaries at the end of the 9th semester and Dissertation at the end of 10th semester, for each M.Sc. programme, the evaluation process is as follows:

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The evaluation of group of students working in a similar broad area will be carried out by a group of internal examiners consist of minimum three examiners including supervisor. The number of groups of students and examiners will be decided by the HoD based on specialization. Final dissertation report will be prepared by the student in prescribed format adopted by the department for evaluation.

This assessment will be made by the supervisor of 40 percent weightage. The remaining 60 percent weightage will be given on the average mark awarded by the other internal examiners based on the quality of the report, presentation of the dissertation work, and the performance in the oral examination. On completion of assessment compilation of the marks awarded by the supervisor and the group of internal examiners, the supervisor will convert the marks into grades and forward the same to the Academic Section through Faculty-Incharge and HoD.

17.5 Ph.D. Credit Seminar Assessment

The student will submit two copies of credit seminar report to his supervisor(s). The student shall make oral presentation on his/her seminar topic as per time schedule decided by his supervisor(s). The seminar will be assessed during this presentation by a committee comprising of

1. Concerned Supervisor(s)
2. Examiner nominated by the Supervisor(s)
3. Examiner nominated by the DAAC Chairperson

The credit seminar assessment will be initially made in terms of marks with 40 % weight age on the credit seminar report evaluated by the supervisor. The oral presentation and the response of the student in the discussion will be given 60 % weight age which will be awarded by the committee of examiners. On completion of assessment compilation of the marks given on the report and the presentation, the supervisor will convert the marks into grades ad forward the same to the Academic Section.

If a student does not submit the Seminar report and/or does not present the Seminar on the scheduled date, he will be awarded 'FF' grade unless the department extends the date in exceptional circumstances.

All the students who have got 'FF' grade in Seminar be allowed to present Seminar afresh during the period of re-examination. In such a case the student should not be awarded a grade better than CC grade in the Seminar.

18 ASSESSMENT OF VOCATIONAL TRAINING / FIELD EXPERIENCE

The assessment mechanism for evaluating the vocational training / field experience is described in the ANNEXURE - Vocational Training and Professional Level Experiential Learning. The student can earn the credits through vocational training / field experience. The evaluation will be done by the respective department by the group of internal examiners depending upon the area. The group of internal examiners will be appointed by the HoD.

1. Student can register for only one Vocational training or Professional level experience (Field Experience) in one semester.
2. The registration for Vocational training or Professional level experience (Field Experience) will be submitted by the student in the department at the time of registration / beginning of the semester.
3. On successful completion of Vocational training or Professional level experience (Field Experience), the department will submit the registration form and evaluation form in the

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prescribed format mentioned in annexure to the academic section for inclusion of the Vocational training or Professional level experience (Field Experience) in MIS system and the earn credit will be assigned to the student which will be reflected in the SGPA and CGPA.

4. If the student is not able complete Vocational training or Professional level experience (Field Experience) that will not be entered into the MIS system and will not be reflected in to the SGPA and CGPA.
5. If the student register for Vocational training or Professional level experience (Field Experience) but not able to complete in current semester then he/she can continue the same in the next semester and on successful completion it can be processed as mentioned in point 3. This clause is not applicable to Industrial Internship in the final semester of UG programme.

19 COURSE FEEDBACK BY STUDENTS

Every course run in a semester is evaluated on the basis of feedback received from the students registered in that course. During the last week of a semester, the students shall give their feedback on the courses studied by them during the semester. The feedback system shall be computerized and coordinated by the MIS personnel. The compiled feedback reports shall be forwarded by the MIS personnel to the concerned Head of the Department who will scrutinize the same and may take appropriate steps to enhance the quality of teaching of the courses. If the feedback belongs to a subject handled by the Head of the Department, then the same shall be scrutinized by the Dean (Academics).

20 CONDUCT AND DISCIPLINE

The following acts shall constitute gross violation of the code of conduct and are liable to invoke disciplinary action.

1. Involvement in ragging in any form inside or outside the Institute premises. As per the order of the Hon'ble Supreme Court of India, ragging in any form is banned; acts of ragging will be considered as gross indiscipline and will be severely dealt with.
2. Furnishing false statement of any kind in the form of application for admission or for award of scholarship, etc.
3. Displaying lack of courtesy and decorum and resorting to indecent behavior anywhere within or outside the campus.
4. Willfully damaging, removing or stealing any property/belongings of the Institute, Hostel or fellow students.
5. Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs. Adoption of unfair means in the examinations.
6. Organizing or participating in any group activity in company with others inside or outside the campus without prior permission of concerned authorities.
7. Mutilation or unauthorized possession of library books.
8. Not intimating his/her absence to the Warden of the Hostel of residence.
9. Disturbing the academic atmosphere by playing games/sports in the academic area during the working hours.
10. Hacking the computer systems such as entering other person's area without prior permission, manipulation and/or damage of computer hardware and software or any other cybercrime, etc.

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11. Students shall conduct themselves within and outside the premises of the Institute in a manner befitting the students of an Institution of National Importance.
12. Noisy and unseemly behavior, disturbing studies of fellow students.
13. The Sexual Harassment of women at workplace will be dealt by the Institute Level Complaint committee (ICC), as per 'The sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 (No.14 of 2013) issued by Ministry of Law and Justice dated April 24, 2013 and as per the Supreme Court of India Judgment in case of Visakha.
14. For an offence committed in (a) a hostel (b) a department or in a classroom and (c) elsewhere, the Chief Warden, the Head of the Department and the Dean (Student Welfare), respectively, shall have the authority to reprimand or impose fine or take any other suitable action.
15. All cases involving punishment other than reprimand shall be reported to the Chairperson, Students Disciplinary Committee constituted by the Director.
16. Cases of adoption of unfair means in an examination/malpractice shall be reported to the Dean (Academics) for taking appropriate action.
17. All students who reside in the hostels must abide by the rules and Regulations of the hostel as may be framed from time to time by the Council of Wardens and approved by the Senate. Commensurate with the gravity of the offence, the punishment may be reprimand, fine, expulsion from the hostel of residence, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.

20.1 Institute Disciplinary Committee

All major acts of indiscipline, which may have serious repercussion on the students in general and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Institute Disciplinary Committee appointed by Senate. The Disciplinary Committee shall consist of the following members:

- (a) Dean (Academics): Chairperson
- (b) Two members of faculty nominated by the Director for a term of two years: Members
- (c) Deputy Registrar (Academics): Secretary

Recommendation of the committee, which will include the suggested punishment in cases where guilt is proven, will be forwarded to the Director for necessary action.

20.2 Examination Disciplinary Committee

Cases of adoption of unfair means in an examination shall be dealt with by Examination Disciplinary Committee consisting of the following members:

- (a) Dean (Academics): Chairperson
- (b) Head of the Department to which the reported Student belongs: Member
- (c) One member of faculty nominated by the Director for a term of two years: Member
- (d) Deputy Registrar (Academics): Secretary

The committee shall recommend appropriate measures in each case to the Director for awarding the punishment.

Following are the cases (a) and (b) are considered and appropriate examination disciplinary actions are described here in (c) and (d).

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(a) Malpractice and unfair means reported in the Mid / End Semester Examination:

If any student is found involved in and malpractice and practice of unfair-means in the Mid Semester or End Semester Examination then

- The Invigilator is required to submit a detailed report to the Examination Co-coordinator / Dean (Academic) through the departmental examination Co-ordinator, regarding the nature of malpractice and / or Unfair-Means adopted by the student with relevant evidence (if any) with signature of the invigilators.
- The student shall be penalized and refrained from appearing in the examination in which he/she has been reported for malpractice and penal action may be initiated as per rule.
- The answer sheet with a copy of report is required to be sealed in a separate envelop and send to the Dean (academic) to be placed before the Examination Disciplinary Committee (EDC) for necessary decision and recommendation of action.

The details of punishment in different cases of malpractice and unfair-means are placed in points (c) and (d).

(b) Stay-out or Walk-out from Examinations

There shall be no re-examination, if student(s) STAY-OUT/WALK-OUT from the examination hall. However, in special circumstances the issue of re-examination of courses / subjects for theory component and/or Practical component for student(s) who have STAYED-OUT or WALKED-OUT from the examination shall be decided by a Competent Committee constituted for this purpose.

If any re-examination is recommended, then that examination shall be treated as Re/Special Examination and relevant rules under the provisions of Special Examination shall be applicable.

(c) Provision of punishment for various possible cases of Unfair Means in End Semester/Supplementary Examination is as given below:

Category	Nature of Offence	Punishment
1	<ul style="list-style-type: none">• Possession of any incriminating material inside the examination hall (whether used or not); For Example: written or printed materials, chits, writings on scale, calculator, hand kerchief, dress, part of the body and hall ticket etc.,• Possession of cell phones, programmable calculator, recording apparatus or any unauthorized electronic equipment.• Copying from neighbor.• Exchange of question papers and other materials with some answers.	<ul style="list-style-type: none">• Award 'O' marks in End Semester Examination and award 'FF' grade in that paper• Reduction of One Grade (but not lower than 'DD') in all the theory papers of that particular semester in which he/she appeared.
2	Substituting, replacing, changing or adding pages in the answer script supplied to the candidate, taking answer	Cancellation of current Semester Examination and to debar the student from any Examination in the

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	script outside the examination hall, tampering with material evidence, threatening the persons connected with the examination.	next one academic semester. After next academic semester, the student has to do fresh registration in the same semester and attend classes (i.e., re-admission in the same semester)
3	Cases of Impersonation	<ul style="list-style-type: none"> • Handing over the impersonator (outsider) to the police with a complaint to take action as per the law. • Cancellation of all examinations (all papers registered) for the bonafide student for whom the impersonation was done and further the bonafide student will be debarred from continuing his/her studies and writing all examinations for two years. • If a student of this institute is found to impersonate a bonafide student, the impersonating student will be debarred from his/her studies for two years.
4	Disruption of examination by slogans or Protest/ Strike, leading to cancellation of examination.	Cancellation of the Examination in that paper and reduction of one grade whenever such students appear in the cancelled paper(s).
5	Snatching or tearing of answer book of other examinees	Cancellation of current Examination.
6	Exhibiting Gross indiscipline	Disciplinary action and legal action may be initiated considering the seriousness of the offence.
7	Illegal activities by examinees.	Any or all of the aforesaid punishment, considering the seriousness of the offence.
8	Threats or assaults causing injury or use of force against persons connected with examination.	Cancellation of current Examination and to drop the student from the next three academic semester or he/she will be expelled from the Institute.

1. If a student is found to have been punished for adopting unfair means or unfair practice during two consecutive and semester examinations in an academic session then he/she will have to get readmitted in Odd/Even semester in which he/she had been punished earlier.

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2. For any other type of malpractices reported, the Institute authority will decide appropriate punishment.
 3. A student once punished under EDC shall not be eligible for award of any Institute, medal or any kind of award or character certificate in future.
- (d) Provision of punishment for reported cases of Unfair Means in Mid Semester Examination is as given below:

The student will be awarded "00" (zero) in the subject in which he/she found adopting malpractice at the Mid Semester Examination. Any additional punishment would be decided by the concerned Department Level Examination Disciplinary Committee.

21 ACADEMIC ADVISORY COMMITTEE

The Senate of the Institute had approved to constitute Departmental Academic Advisory Committee (DAAC) and Institute Academic Advisory Committee (IAAC) for UG/M.Sc./PG/Ph.D. programmes as per Clause 8 (iv), (v) & (vi) of the First Statutes under NIT Act, 2007. The composition of the DAAC and IAAC is as detailed below:

21.1 Institute Academic Advisory Committee

The composition of Institute Academic Advisory Committee (IAAC):

1. Director: Chairperson
2. Registrar: Member
3. All Deans and Associate Deans: Members
4. All Heads of the Departments : Members
5. Dean (Academics): Member-Secretary

The IAAC shall perform the following functions and have the following powers:

1. The IAAC shall discuss all academic and allied matters including conduct of examination, appointment of examiners.
2. The IAAC shall review the working of the Departments.
3. The IAAC will make suitable recommendations for introducing new course(s), review/revision of existing syllabus and shall recommend to the Senate for approval.
4. The IAAC will plan co-curricular activities of the students of the Institute.
5. The IAAC will promote research and development activities with periodical review of the activities of the departments of the Institute.
6. The IAAC will review and consider the recommendations/minutes of every meeting of the DAACs and accordingly, will make suitable recommendations to the Senate.
7. The IAAC shall meet as often as necessary, but ordinarily not less than four times a year.
8. One-half of the members shall form a quorum for a meeting of IAAC.
9. A copy of recommendations/minutes of every meeting of the IAAC shall be placed before the Senate.

21.2 Department Academic Advisory Committee

The composition of the Departmental Academic Advisory Committee (DAAC) shall be as under:

1. Head of Department: Chairperson

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2. All Faculty of the concerned Department: Members
3. Dean (Academics): Invitee-Member
4. Dean (Faculty Welfare): Invitee-Member
5. Dean (Research and Consultancy): Invitee-Member
6. Dean (Student Welfare): Invitee-Member
7. Industry Experts: Invitee-Member
8. Alumni and Student Parents: Invitee-Member
9. Senior most Assistant Professor of the Department or Faculty member nominated by the HoD: Member-Secretary

The DAAC shall perform the following functions and have the following powers:

1. The DAAC shall discuss the academic matters including introducing the new courses, review/revision of existing syllabus and shall recommend to the Institute Academic Advisory Committee for consideration and recommendation to the Senate for approval.
2. The DAAC shall meet as often as necessary, but ordinarily not less than four times a year.
3. One-half of the members shall form a quorum for a meeting of DAAC.
4. A copy of recommendations / minutes of every meeting of the DAAC shall be placed before the IAAC.

Review of question papers shall be done by the committee appointed at the department level. Result analysis shall be done at the Departmental Academic Advisory Committee (DAAC) meeting and the same shall be reported to the Institute Academic Advisory Committee (IAAC).

21.3 Academic Performance Review Committee

For weak students, the Senate of the Institute has constituted Academic Performance Review Committee (APRC). The constitution and functions of the APRC shall be as under:

Constitution

1. Dean (Academics): Chairperson
2. Heads of Departments: Members
3. Deputy Registrar (Academics): Member Secretary

Functions

1. To review the academic performances of weak students and assess the causes of unsatisfactory performance.
2. To advise weak students in order to improve their performance and to recommend an upper limit on the number of courses to be registered by such students in subsequent semesters.
3. To recommend termination of registration in case a student fails to satisfy the minimum academic criteria laid down for continuation as a student at the end of each year.
4. To perform any other function as may be entrusted to the committee by the Senate.

22 Institute Medals and Prizes

The institute offers Gold Medals to the topper of each UG and PG Programme. Dr. B. Majumdar, a former Director, has sponsored six Gold Medals in the memory of Shri Rajani Kumar Majumdar to the topper of each UG programme and one Gold Medal in the memory of Smt. Lakshmi Bala Majumdar to the overall topper at the undergraduate level. Siddhartha Gupta Foundation

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awards two Gold Medals of which one to the overall topper at the undergraduate level and the other to the topper of Mechanical Engineering. Dr. (Mrs.) Sheru S. Sopariwala has sponsored a Gold Medal in the memories of her husband and our beloved faculty member Late Mr. Sohrab S. Sopariwal to the topper of Electrical Engineering at the undergraduate level. Smt. Bhavani Narendrakumar Mehta has sponsored a Gold Medal to the topper of Computer Engineering. Our faculty Shri N. N. Patel of Civil Engineering has sponsored a Gold Medal in memory of his mother late Smt. Mahalaxmiben Natwarlal Patel to the topper of Civil Engineering. Also, our faculty Dr. M. A. Mulla of Electrical Engineering has sponsored Gold Medal to the topper at M.Tech. in Power Electronics and Electrical Drives. In addition to the above, the institute awards Dr. A. P. Verma Scholarship in Mathematics; Mr. Nishith Vijay Sampat Merit-based scholarship to the topper in Mechanical Engineering, and Mrs. & Mr. M. D. Desai cash prize to the topper of M.Tech. in Soil Mechanics and Foundation Engineering.

23 CONVOCATION

The Annual Convocation shall be conducted usually in the month of September or October. The Degrees will be awarded in person to the students who have graduated during the current academic year. Degrees will be awarded in absentia to such students who are unable to attend the Convocation. Students are required to apply separately for the Convocation along with the prescribed fee.

24 Fee Refund Policy

In case, UG/M.Sc./PG/PhD students are not able to continue their studies due to some reason. They shall apply for cancellation of admission and a refund of registration fees. The following refund rules for UG/M.Sc./PG/PhD programmes, who have cancelled /discontinued / not reported to the Institute is followed.

Sr. No.	Withdrawn / discontinued	Amounts to be refunded
1	Students, who did not report for the admission	Excess amount if any will be refunded after deducting the tuition fees, other fees and admission fee
2	Students, withdrawn within one month of closing of admission	Institute development contribution+ security deposit + seat rent
3	Students, withdrawn after one month of closing of admission	Only security deposit

25 CONTACT US

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ANNEXURE - Vocational Training and Professional Level Experiential Learning Credit Earning

1. Registration by the Student – Intimation to the Department about Vocational Training and Professional Level Experiential Learning (Field Experience) - Annexure - I
2. Completion Report by the Student – Submitting a report to the Department about Vocational Training and Professional Level Experiential Learning (Field Experience) - Annexure – II
3. Evaluation Criteria - Annexure - III
4. Rubrics for Evaluation - Annexure – IV

National Education Policy incorporates learning based on Vocational Training and Experiential Learning (Field Experience). For inclusion of Vocational Training and Experiential Learning (Field Experience) in the curriculum system, the type, nature, evaluation strategy, and rubrics for such Vocational Training and Experiential Learning (Field Experience) must be designed so that the student can earn the credits which enable outcome-based implementation. In the connection, the mechanisms are described as follows.

Annexure – I

Registration by the Student about Vocational Training and Professional Level Experiential Learning (Field Experience)

Before the beginning of the semester – along with registration of courses of the semester

Academic Year	
Student Name	
Student Roll Number	
Department Name	
UG / PG Program	
Semester	
Organization / Institute Name	
Organization / Institute Address	
Nature of Learning (Vocational Training / Field Experience)	
List of Tasks expected under Training or Field Experience	
1	
2	
3	
4	
5	
Attachment	
Email, Letter from Organization or Institute, Registration Fee Receipt (if any)	
Signature of the Student	
Date of Registration (Intimation to Department)	
Signature of HoD or Department Faculty Coordinator	
Remarks by HoD or Department Faculty Coordinator on Evaluation Criteria out of 100 marks (Selection of mode and assessment mark at the time of registration)	
1 Written Mark at the time of completion	
2 Continuous Evaluation	
3 Practical assessment at the time of completion	
4 Presentation	
5 Viva	

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Annexure – II

Completion Report by the Student about Vocational Training and Professional Level Experiential Learning (Field Experience)

Last week of December for ODD semester and June for EVEN semester)

Academic Year	
Student Name	
Student Roll Number	
Department Name	
UG / PG Program	
Semester	
Organization / Institute Name	
Organization / Institute Address	
Nature of Learning (Vocational Training / Field Experience)	
List of Tasks executed under Training or Field Experience	
1	
2	
3	
4	
5	
Attachment	
1 Certificate from Organization or Institute (if any)	
2 Report (Standard Format) consists of Work done with an introduction, literature survey, work or development done, simulation, and results depending upon the nature of Training or Field Experience	
Signature of the Student	
Date of Completion of Vocational Training or Field Experience	
Date of Report Submission to Department	
Signature of HoD or Department Faculty Coordinator	

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Annexure – III

Department Evaluation of Vocational Training and Professional Level Experiential Learning (Field Experience)

Academic Year	
Student Name	
Student Roll Number	
Department Name	
UG / PG Program	
Semester	
Organization / Institute Name	
Organization / Institute Address	
Nature of Learning (Vocational Training / Field Experience)	
Evaluation as per Evaluation Criteria specified at the time of registration out of 100 marks depending upon the mode selected and assessment mark specified at the time of registration	
1 Written Mark	
2 Continuous Evaluation	
3 Practical assessment	
4 Presentation	
5 Viva	
Signature of the Student defending the evaluation process	
Date of Evaluation of Vocational Training or Field Experience	
Signature of HoD or Department Faculty Coordinator	

Annexure – IV

Rubrics for Evaluation of Vocational Training and Professional Level Experiential Learning (Field Experience)

Assessment Tool	Attributes and Mapping	Excellent	Good	Average
		H – High, M – Moderate, L – Less Correlated		
Knowledge (Basic Understanding)				
Design or Development				
Tools used in Work or Training				
Societal or Environment Problem Solving				
Project / Work Management based on Report				
Life Long Learning Attitude				
		(76% to 100%) of assessment mark	(51% to 75%) of assessment mark	(35% to 50%) of assessment mark
Written Examination				
Continuous Evaluation				
Presentation (Communication Skill)				
Viva				

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