The Director & Vice Chancellor, NDRI Deemed University welcomed the faculty, staff of University Office and JD(R) Office and students community of all the three programmes i.e. B.Tech.(DT), Masters and Doctoral degree. Thereafter, the worthy Director delivered the guidelines on academic matters which included the rules on academic requirements for students i.e. Admission/Registration, course work, research work, advisory committee, re-admission, in-plant training, etc., and the responsibilities of course teachers, guides and Heads of Divisions.

The decision taken on each point during the meeting are as under:-

(1) **ADMISSION/REGISTRATION**

Each student admitted shall be allotted a Registration/admission number e.g. 13-ND-01, 13-B-DT-01 13-M-DC-01 / 13 P-DX-01 at the earliest possible after registration. The list of selected candidates will be provided to the Divisions.

Registration forms are to be filled every semester and submit **within 5 days** from the date of registration. All courses/ research credit has to be filled in course registration card & duly signed by teacher and advisor.

A student must be present on the date of registration. No registration in absentia will be allowed and accordingly the student may plan the tours etc.. Late Registration is permitted with valid reasons for 5 days, with late fee of Rs. 250/-. **Thereafter a fine of Rs. 500/- per day will be charged.** The name of the student who do not report for registration within two weeks of the date of commencement of respective semester will be removed from the rolls of university.

Class in-charge for B.Tech. and Advisor for PG & Ph.D. will maintain files for each student separately.

**On the day of registration, Class In-charge for UG and Advisors for PG and Ph.D. will be available at one place in lecture halls of the divisions for signature on the registration forms.**
All the existing students may submit “No Dues Certificate” from Hostel Warden, Library and Sports Coordinator at the time of registration, otherwise no registration.

(2) **ALLOTMENT OF COURSES**

Allotment of UG and PG courses must be decided always in meeting with all teachers before the start of semester. Each credit course has 15-16 lectures/practical and accordingly number of teachers should be justified for each course.

It will be the responsibility of teacher to adjust the class during his/her being on leave. All the course teachers will distribute the lecture schedule to the student on the very first day after registration.

(3) **PREPARATION OF COURSE OUTLINE**

The teacher should prepare course outline in detail at the time of registration and distributed to students mentioning the schedule of midterm exam with % of weightage and Books recommended for the course.

**Note:**
On top of the schedule: course no, title, credit hr, semester, academic year, name of teachers along with In-charge of the course should be mentioned.

(4) **ATTENDANCE REQUIREMENT**

A teacher/course instructor shall maintain a record of students in attendance register from first day. The marking of attendance will be by number, only absent will be marked as “A”. A student shall be required to maintain a minimum of 75 percent attendance separately for theory and practical. No further relaxation will be granted to the student under any circumstances.
A student who has not obtained required percentage of lectures/practical’s etc. will not be eligible to appear in the examination. PG student has to mark attendance with Major Advisor/Head of Division. All teachers are required to send the report of shortage of attendance to Head of Division. The Head of Division will be responsible for bringing the notice of shortage of attendance in all courses after mid-term to the student and the course teacher.

The shortage of attendance may be relaxed by Joint Director (Academic) if any student(s) if deputed to represent Institute under official directives. The maximum absence in such activities should not exceed 15 days in a semester. The Head of Division will arrange the missed classes/examination of students.

(5) **ADVISORY SYSTEM**

Class teacher/In-charge for B.Tech.(DT) students and Advisor for PG will hold regular meeting with the students on the last working day of every month from 5.00 PM to 6.00 P.M. This system will be effective from this semester.

The Class In-charge for B.Tech.(DT) students will be as under:

<table>
<thead>
<tr>
<th>Year</th>
<th>Advisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td>Dr. A.K. Singh, Sr. Scientist</td>
</tr>
<tr>
<td>Second Year</td>
<td>Dr. Sumit Arora, Sr. Scientist</td>
</tr>
<tr>
<td>Third Year</td>
<td>Dr. S.K. Tomar, PS</td>
</tr>
<tr>
<td>Fourth Year</td>
<td>Dr. Latha Sabikhi,PS</td>
</tr>
</tbody>
</table>

The Advisors will properly inform the students about all rules and regulations regarding physical education & other non-credit courses, exams, makeup, supplementary and educational tour etc. The Advisors will also give career guidance to the students.
(6) SUBMISSION OF GRADE SHEET

By any means results should be submitted in proper format within 10 days for PG and 15 days for UG from the date of examination duly signed by all teachers. On answer copies, course teachers and In-charge will sign. The result is to be submitted in duplicate, along with covering letter in confidential with duly marked as “Result” on envelope.

(6) CREDIT LOAD

There shall be 15-25 credits/ semester. Minimum is 9 credits. If the student submit thesis after one week after completing the minimum requirement of duration for degrees then the student can register with less than 9 credits. All students will register research credits for dissertation work and will be given satisfactory or un-satisfactory grade. The report of the same is to be sent to the COE office for the issue of Grade Card with satisfactory/un-satisfactory.

For M.Sc., research credits are 20 (10 credits for each semester).

CREDIT REQUIREMENT (Masters Programme)

The minimum credit requirement for Master’s Degree will be as under:-

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>24</td>
</tr>
<tr>
<td>Minor</td>
<td>06</td>
</tr>
<tr>
<td>Supporting</td>
<td>03</td>
</tr>
<tr>
<td>Seminar</td>
<td>01</td>
</tr>
<tr>
<td>Sub Total*</td>
<td>40</td>
</tr>
<tr>
<td>Research Credit</td>
<td>20</td>
</tr>
<tr>
<td>Total</td>
<td>60</td>
</tr>
</tbody>
</table>

* To be made up with additional credits from Minor/ Supporting courses. A maximum of three allied disciplines may be identified as minor disciplines for each discipline.
In addition to above, a student is required to offer a minimum of 4 non-credit courses and one Physical Education Course as Non-Credit course.

(7) **CREDIT REQUIREMENT**  (Doctoral Programme)

The minimum credit requirement for Doctoral Programme will be as under:-

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>15</td>
</tr>
<tr>
<td>Minor</td>
<td>06</td>
</tr>
<tr>
<td>Supporting</td>
<td>03</td>
</tr>
<tr>
<td>Seminar</td>
<td>02</td>
</tr>
<tr>
<td>Thesis</td>
<td>45</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>75</strong></td>
</tr>
</tbody>
</table>

In order to fulfil the overall credit requirement, the additional courses will be offered from Major/ Minor/ Supporting courses. For minor/supporting courses, one can take from 600 series courses.

In addition to above, a student is required to offer a minimum of 4 non-credit courses and one Physical Education Course as Non-Credit course.

The 3rd year Ph.D. student will register research credit @ 22.5 credits in each semester. No research credit should be registered before approval of synopsis.

(8) **CHANGE/ADDITION/WITHDRAWAL OF COURSE:-**

The student will be allowed change/addition of course within 10 days after registration/start of course work. He / She may also be allowed to withdraw courses within 10 days from expiry of mid-term or 6 weeks before the commencement of final examination so that ‘F’ Grade will not go with the course.
(9) PROGRAMME DURATION:-

The Minimum Duration for Masters is 4 semesters and 6 semesters for graduates having 3 years bachelor degree.

The duration of the course for the degree of Doctor of Philosophy shall be 6 semesters (3 academic years).

Maximum time limit from the date of registration:-

Masters- 4 years (5 years, if admitted in 3 years programme).

Doctoral- 6 years (7 years, if admitted in 4 years programme).

Maximum one year extension will be allowed by the Director in a very specific case only with justified reasons.

(10) ONE ALL INDIA EDUCATIONAL TOUR:-

One All India Educational Tour is compulsory to B.(Tech.) students during summer vacation after second year. The planning of tour will be made by the Class In-charge in advance. Tour Coordinator will be designated for each year. This will be non-credit course. The tour coordinator will award the grade (S / US) on the basis of detailed tour reports submitted by tour students. The maximum duration for the tour will be of 10 days and will be conducted this year during 1 and 2nd semester break period. 3rd year students will also take this tour along with above students.

(11) OGPA/ MARKS PERCENT REQUIREMENT

Master’s and Doctoral students must have obtained minimum 65% marks or 6.5 grade point average out of 10.0 failing which student should be placed on scholastic probation and not eligible for scholarship. The student can repeat only those courses where the marks obtained is below 65% for further improvement and for further continuation of scholarship from the next
semester. A maximum of one semester extension will be granted to complete CGPA requirement.

For UG, if the student has not cleared 50% courses of the first year courses he/she will be automatically dropped from University. If the student has not cleared 70% courses, he/she will be retained in previous class.

(12) **RE-ADMISSION**

Re-admission in normal case is not permissible.

A student who wants to withdraw from University for a semester may submit application at least 15 days before the commencement of examination of that semester.

The students whose names have been struck off by the Institute (other than on disciplinary ground) may be re-admitted only on genuine grounds at the discretion of Joint Director on admission of an application through the Head of Division.

In case the request for readmission is not accepted then the student shall have to seek fresh admission as per prevailing admission rules.

(13) **EVALUATION & EXAMINATION (MID TERM, FINAL, PRACTICAL)**

Make up Mid Term examination will be conducted within 7 days of completion of Mid-term for the students who fails to secure pass marks or who did not appear for the said examination due to genuine reasons like sickness etc, If sick, the student should produce Medical certificate signed by Medical Officer of the Institute or competent Medical Officer where falls sick.

Answer books of Mid-term & Final: should be shown to students on request within 7 days after commencement of the next semester and kept with teacher till the end of next semester. No re-evaluation, Only Re-totalling will be allowed,
(14) **ALLOTMENT OF MAJOR ADVISOR**

The allocation of Guide/Major Advisor must be completed by the end of Mid Term examination of 1st semester. Allotment should be strictly on rotation basis. The Ph.D. student should be asked to give choice to get priority on merit.

(15) **PROGRAMME OF COURSE WORK**

Programme of course work (5 copies) are to be submitted in yellow form by the end of 1st Semester. If failed, no registration in 2nd semester. The Advisory committee shall consist of the following members should be constituted otherwise registration will not be allowed for 3rd semester (2nd year 1st semester).

i) Major Advisor  
ii) Two from major disciplines  
iii) Two from supporting/minor (one in case of Master’s)  
iv) One Director’s Nominee  

Change of Advisory Committee/Major Advisor should be done immediately and submit to the Joint Director in a prescribed format.

Ph.D. students are not allowed to repeat the course already cleared at Master’s degree.

(16) **COMPREHENSIVE EXAMINATION FOR MASTERS & DOCTORAL STUDENTS:**

The comprehensive examination shall be held only after the student has successfully completed at least 80% courses. The examination will be arranged by Head of Division/deputed teacher. The Paper will be only from Major subject.

The student will be required to obtain a minimum score of **65% (6.5 GPA)** to qualify for the examination. If failed, a student shall be given a chance to re-appear after a gap of minimum one month.

The examination for Masters will be conducted in **September (2nd year 1st**
semester) and for Doctoral it will be conducted in October (3rd year 1st semester).

The student will have to successfully complete the Comprehensive examination 6 months before thesis submission for Master’s and 9 months for Doctoral.

(17) RESEARCH WORK

The topic of thesis/research project should be from priority area of the Division. The title of thesis should be submitted in the prescribed format for approval by Mid September. The detailed synopsis of PG student will be approved by JD(A) after recommendation of Advisory Committee.

Ph.D. student are to submit final research Synopsis (10 copies) for IDS before registration of 4th Semester to the University Office. 3rd year Ph.D. student should submit synopsis before 30th Sept. otherwise registration stand cancelled.

After revision by Inter-disciplinary Seminar Committee, only 3 copies along with one pre-revised copy should be submitted to the Joint Director(Academic) for his approval. One copy will be kept with Advisor, one with student and one with JD(A)

(18) SUBMISSION OF THESIS/EVALUATION OF THESIS

The student shall be required to complete the minimum requirement of contact period of 18 months with his Major Advisor (Guide) from the date of submission of Synopsis in the University Office and completing the Lab /Research work.

Before undertaking the final typing of thesis, the student should defend result seminar before IDS committee to improve the quality of research. Major Advisor should ensure that all members of advisory committee members have gone through the draft thesis submitted by the student.
The student shall be required to complete and submit 3 copies of thesis to the Head of Division. The Head of Division shall forward 1 copy of Masters & 2 copies in case of Ph.D. Thesis along with certificate duly endorsed by the Major Advisor/Guide to the Joint Director (Academic). The student shall also submit with the thesis three copies of abstract (bound and loose) duly signed by advisor and student.

**Final viva-voce examination on thesis will be conducted within 4-6 weeks time but not before 15 days after receiving satisfactory/favourable report.**

The Master’s student should submit the thesis only after completing 6 month period from the date of clearing the Comprehensive examination and Doctoral students after completing 9 months.

Report on thesis oral examination must be submitted with certificate that all corrections have been made.

**19) PHYSICAL EXEMPTION**

The Ph.D. student may be granted Physical Exemption from the University after successfully completing the course work and comprehensive examination with prior permission of Joint Director (Academic) for accepting employment in Govt./Public Sector undertaking etc.

No physical exemption in case of Master's programme.

**20) LEAVE:-**

No CL/DL/EL will be granted to the faculty on examination and registration day.

**21) INPLANT TRAINING FOR B.TECH.(DT):-**

The 4th year students will be allowed for In-plant training only after issuing the course completion certificate by the University Office otherwise detained in 3rd semester. The Course Completion certificate will issued in favour of the student who has cleared 100%
courses up to 3rd year.

(22) **RESULT:-**

The Comptroller of Examination will declare 2nd semester result before 30th June positively.

(23) **SUPPLEMENTARY EXAMINATION:-**

The Controller of Examination will conduct supplementary examination within 45 days of declaration of result for the student who failed in the courses in the semester end examination.

If a candidate fails in supplementary examination, he has to attend the classes in the respective semester. If a candidate fails in supplementary examination, but goes to ERS/ SRS for dissertation work, the courses will be offered at Regional Station.

If a candidate fails in main semester examination but does not appear in the supplementary examination, he will attend the regular classes.

(24) **OTHER IMPORTANT POINTS**

- At the end of each semester, the advisory committee shall review the work of the student and send a report to Joint Director (A), failing which the student shall not be allowed to register for course work/ research work in the next semester.

- Class room teaching with chalk and blackboard/ power point presentation

- The Students will be allowed to **purchase text books** only and the same is required to verify from library before payment.

- Inclusion of 2 year NCC/ Physical Education course in Grade card with S/ US grades

- The Head of Division, Major Advisor (Guide) or any other officer signing any paper should indicate the name and designation with date.
1. There should not be any casual approach / please inculcate habit of doing official correspondence in official language.
2. The teacher/scientist should be regular, be punctual, in teaching and guiding/advising the students.
3. All scientists of division should never go to attend conference etc., together.
4. The scientists should hold regular meeting with staff and students.
5. While communicating, please take care of words & body language.

The proceeding of the meeting will be uploaded on the Institute website for information and necessary action to all Students, Scientists and concerned staff members of University Office, COE office etc.

Sd/-

JOINT DIRECTOR(ACADEMIC)