Academic Regulations for the Post Graduate Degree Programs

(Academic Session 2022-23 Onwards)

KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY (KIIT)

Deemed to be University

(Established U/S 3 of UGC Act, 1956)
Bhubaneswar, Odisha, India

INTRODUCTION

The provisions of these regulations shall be effective from the academic session 2022 - 23 for the Two - Year Post Graduate (PG) degree programs offered by different Schools of the KIIT Deemed to be University (hereafter referred to as KIIT-DU).

The general names of various PG degree programs (without the name of the branch and specialization) include Latin Legume Magister or Master of Laws (LL. M.), Master of Arts (M. A.), Master of Business Administration (M. B. A.), Master of Commerce (M. Com.), Master of Computer Applications (M. C. A.), Master of Hospital Administration (M. H. A.), Master of Mass Communication (M. M. C.), Master of Public Health (M. P. H.), Master of Science (M. Sc.), Master of Technology (M. Tech.), etc.

These regulations shall also be applicable to any new PG degree program(s) that may be offered by KIIT-DU as and when decided by the Academic Council and the Board of Management of KIIT-DU.

1. **REGULATION-1**

   THE REGULATION deals with the Eligibility Criteria for different PG Degree Programs.

   1.1   Any GATE qualified candidate may be directly admitted into any one of the PG degree programs offered by different Schools of KIIT-DU without appearing in the KIITEE, provided the candidate is fulfilling the other respective eligibility criteria given in the Appendix - 1.

   1.2   Any other candidate, appearing in the final year examinations or completed respective bachelor's degree, has to earn a place in the merit list of the KIITEE in order to become eligible for admission. Such a candidate may be admitted, provided he / she fulfils the other respective eligibility criteria given in the Appendix - 1.

2. **REGULATION-2**

   THE REGULATION deals with the General Course Structure of the PG Degree Programs.

   2.1   The general course structure of the Two - Year PG degree programs of KIIT-DU is given in the Appendix - 2.

3. **REGULATION-3**

   THE REGULATION deals with the Duration of the PG Degree Programs.

   3.1   The duration of each of the PG degree programs is two years (4 semesters) in general.

   3.2   Any academically weaker PG student, unable to complete the program within two years, must be helped to complete the program within a maximum period of four years (8 semesters). Else, the admission of the student will get cancelled automatically.

3.3 The curriculum for first year of each of the PG degree programs contains (a) University level common subjects, (b) School level common subjects, (c) core subjects of specialization and (d) elective subjects of specialization.

3.4 The third and fourth semesters are completely meant for the research work, publishing at least one research paper and preparation of the thesis in general.

4. REGULATION-4

THE REGULATION deals with the Registration.

4.1 In the beginning of every semester, each of the students of a PG degree program needs to register in a prescribed registration form for the requisite subjects out of the subjects being offered at the University level as well as out of the subjects being offered at the level of School so as to satisfy the requirement of the semester under the PG degree program after paying a prescribed fee.

4.2 Each of the regular PG students is required to attend all the Practical, Sessional and Theory classes for which he / she has registered. A student having backlog(s) at the end of the first year can register for the backlog subject(s) of first (second) semester in the first (second) semester along with the regular first year students of the concerned program and can appear for the subject(s) during the End-Semester Examinations of the theory subjects but can be exempted from attending the regular classes for the subject(s) he / she has registered (if required) due to the load of research work for the thesis.

4.3 If a student could not register on the day / date announced in the Academic Calendar for registration, he / she may be permitted to register within the three subsequent working days on the payment of a prescribed **Late Registration Fee**. In the event of any natural calamity or any calamity in the family or any other compelling reason(s) whatsoever, a student may be allowed to register within a maximum of ten working days subsequent to the date announced for registration in the Academic Calendar by paying a prescribed **Late Registration Fee**. The process of registration will be closed thereafter.

4.4 A student will be allowed to register in a semester if he / she has cleared the prescribed fees of all kinds for the semester.

5. REGULATION-5

THE REGULATION deals with the General Guidelines for Examinations.

5.1 Each PG degree program broadly consists of six important components: (a) Theory Subjects, (b) Practicals, (c) Sessionals, (d) Seminar, (e) Comprehensive Viva Voce and (f) Thesis. The detailed schedule of these components along with their credits for each of the semesters are given as the Course Structure in the Appendix - 2.

5.2 At the end of each semester, Examinations for the Theory Subjects (hereafter named as the End-Semester Examinations) shall be conducted by the Controller of Examinations.

5.3 The performance evaluations for Practicals, Sessionals, Seminar, Comprehensive Viva Voce and Thesis Part - I are carried out at the level of School.

5.4 The examination(s) of the backlog subject(s) shall also be held along with the End-Semester Examinations for Theory Subjects.

5.5 Separate Supplementary Examinations will be held annually at the end of every Academic Year (Academic Session) before the start of the subsequent Academic Year. The details of the same are given below as **THE REGULATION-18**.

6. **REGULATION-6**

THE REGULATION deals with the Performance Evaluation of Theory Subjects.

6.1 Each Theory Subject shall be evaluated out of a maximum of 100 marks distributed into three components: (a) Mid-Semester Examination of 20 marks, (b) Activities Based Learning of 30 marks and (c) End-Semester Examination of 50 marks.

6.2 A Mid-Semester Examination shall be conducted as per the schedule announced in the Academic Colander. The theory subject teacher(s) will set the question paper (in consultation with each other). The evaluation of the answer scripts of a theory subject must be completed within a week subsequent to the date of examination of the subject. Subsequently, the solution of the question paper should be discussed in the classroom and the students' grievance(s) should be addressed to satisfaction. In case of exigency, the program head is authorized to suggest a fresh list of paper setter(s) / evaluator(s).

6.3 Activities Based Learning consists of 30 marks. The activities include (a) solving problems given in three to five sets of problems covering all aspects of whole of the syllabus of the theory subject (10 marks), (b) critical thinking (5 marks), (c) creativity (5 marks), (d) at least five quizzes in order to help students prepare for the national / international level competitive examinations (5 marks) and (e) reflection - the fulfilment of the desire of learning the subject (5 marks).

6.4 The subject teacher(s) is (are) required to finalize the internal marks for each of the students of his / her class (their respective classes) out of 50 marks comprising of the marks obtained in the Mid-Semester Examination and the marks earned in the Activities Based Learning. Subsequently, the internal marks for each of the students are to be submitted to the Controller of the Examinations (COE) through SAP preferably one week before the commencement of the End-Semester Examinations for Theory Subjects. A copy of the score sheet shall have to be kept in School till the beginning of the next academic session.

6.5 The minimum qualifying internal marks are 25 (50% of the total marks 50 assigned for the internal assessment) to appear in the End-Semester Examinations for Theory subjects. All the examiners and evaluators are advised to exercise utmost care while finalizing the internal marks.

6.6 The End-Semester Examinations for Theory Subjects shall be conducted as per the schedule announced in the Academic Colander. After the approval of the Vice-Chancellor, the Controller of Examinations (COE) appoints the internal / external paper setter(s) / examiner(s) for each of the Theory Subjects. The E - Evaluation of the answer scripts of each of the theory subjects must be completed within a week subsequent to the date of

examination of the subject. Subsequently, the solution of the question paper should be uploaded onto the SAP Portal and the students' grievance(s) should be addressed to satisfaction.

7. REGULATION-7

THE REGULATION deals with the Performance Evaluation of Practical Subjects.

7.1 Each of the Practical Subjects involves performing a set of experiments in a laboratory. Every Practical Subject shall be evaluated out of a maximum of 100 marks distributed into two components: (a) the continuous performance evaluation out of 60 marks and (b) the End-Semester Examination of 40 marks.

7.2 As every Practical Subject requires performing a set of experiments in a laboratory, the continuous performance evaluation of each of the students by a faculty member or by a group of faculty members is always required. As per the norm already set, the continuous performance evaluation shall be out of 60 marks divided into (a) the performance in each of the completed experiments out of 40 marks divided equally into the number of experiments performed and completed satisfactorily, (b) the viva voce on each completed experiment out of 10 marks divided equally into the number of experiments completed, (c) the regularity in preparation and submission of the lab record book (lab report) for each of the completed experiments out of 10 marks divided equally into the number of experiments completed.

7.3 A faculty member or a group of faculty members involved shall finalize the list of marks for the students out of 60 marks before the End-Semester-Examination of the Practical Subject.

7.4 An End-Semester Examination for 40 marks shall be conducted for each of the Practical Subjects before the beginning of the End-Semester Examinations for Theory Subjects. The performance evaluation shall broadly be based on (a) the organization of the experiment assigned, (b) the actual data recorded and performance of the assigned experiment, (c) the data analysis with conclusion(s) drawn and (e) the comprehensive viva voce to test the overall knowledge of the Practical Subject.

7.5 Subsequently, a faculty member or a group of the faculty members shall finalize the score sheet for (a) the continuous performance evaluation and (b) the End-Semester Examination and submit the score sheet to the Controller of Examinations (COE) through the SAP Portal before the beginning of the End-Semester Examinations for Theory Subjects. A copy of the score sheet shall have to be preserved in the Office of the Dean / Director of the School till the beginning of the next academic session.

8. REGULATION-8

THE REGULATION deals with the Performance Evaluation of the Seminar.

8.1 A Seminar shall be presented by each of the Two - Year PG students on a topic of his / her choice related to the specialization in consultation with his / her Supervisor or any other Faculty Member before the beginning of the End-Semester Examinations for Theory

Subjects. The Seminar shall be evaluated out of a maximum of 100 marks by a Committee of the Faculty Members appointed by the Dean of the School. The performance evaluation shall be based on (a) the quality of the material content out of 30 marks, (b) the quality of presentation out of 30 marks, (c) the response to the questions raised during the Seminar out of 10 marks, (d) the quality of the Seminar Report out of 10 marks and (e) the participation in the Seminars of other students out of 20 marks.

8.2 The Committee shall finalize the score sheet. The Dean / Director (Chairperson) of the Committee shall forward the score sheet through the SAP Portal to the Controller of the Examinations (COE) before the beginning of the End-Semester Examinations for Theory Subjects. A copy of the score sheet shall have to be preserved in the Office of the Dean / Director of the School till the beginning of the next academic session.

8.3 Each student should prepare a Seminar Report following the Guidelines of the Thesis Preparation without the declaration and certificate pages. The cover page of the Seminar Report should be as illustrated in the Appendix - 3.

9. REGULATION-9

THE REGULATION deals with the Performance Evaluation in the Comprehensive Viva Voce.

9.1 A Comprehensive Viva Voce shall be conducted and evaluated out of 100 marks by a Committee of the Faculty Members appointed by the Dean / director of School.

9.2 The Committee shall finalize the score sheet. The Dean / Director (Chairperson) of the Committee shall forward the score sheet to the Controller of Examinations through the SAP Portal before the End-Semester Examinations for Theory Subjects. A copy of the score sheet shall have to be preserved in the Office of the Dean / Director of the School till the beginning of the next Academic session.

10. REGULATION-10

THE REGULATION deals with the Appointment of Thesis Supervisors.

10.1 The Head of each of the Two - Year PG degree programs, before the end of the first (autumn) semester, shall provide a list of the Faculty Members with their research areas to the students of the program. The students shall have to give their choices in order of preference the names of three Faculty Members from the list to the Program Head.

10.2 A Committee appointed by Dean / Director of the School will assign / allocate the Supervisors on the basis of the CGPA and the choices in order of preference of the students.

10.3 A student, opting for the internship outside KIIT during the third and fourth semesters, has to have one internal guide from KIIT-DU as well as one external guide from the concerned organization.

10.4 If requested by a student, the Dean / Director of the School will change the Supervisor on the advice of a Committee of the Faculty Members (appointed by the Dean / Director) and

the Program Head. The PG thesis submission will be allowed only after three months from the date of such a change, if the student is in the fourth semester.

10.5 If the research work and the related analysis have already been completed except the writing of the thesis and the supervisor proposes to go on long leave, the Program Head in consultation with the Dean / Director may appoint another Supervisor to take care of the remaining formalities.

11. REGULATION-11

THE REGULATION deals with the General Guidelines for the Thesis Research Work.

11.1 The (second year) third and fourth semesters are completely devoted to the research work for the thesis. The research work should be related to an important problem (issue) to the area of specialization of the student. The research work should have substantial theoretical and / or practical significance and should reflect originality in thinking of the student.

11.2 A critical review of the recent advances and developments in an area of the specialization of the student with some original contribution(s) of the student may also be acceptable as the PG thesis work.

11.3 The research work for the thesis should be evaluated on the basis of (a) the relevance and scope of the work, (b) the literature survey, (c) the methodology, (d) the quality of analysis, (e) the results and conclusions derived, (f) the quality of the seminar, (g) the quality of the thesis and (h) the viva voce.

12. REGULATION-12

THE REGULATION deals with the Performance Evaluation of the Thesis (Part-I).

12.1 The performance of the research work for the thesis carried out in the third semester shall be evaluated out of 100 marks distributed into the three components: (a) the mid-semester seminar out of 15 marks, (b) the end-semester seminar out of 45 marks and (c) the assessment of the research work by the Supervisor(s) out of 40 marks.

12.2 The performance in the two seminars will be evaluated by a Committee of the Faculty Members appointed by the Dean / Director of the School for the purpose.

12.3 The Score Sheet for the students inclusive of all the three components shall be prepared by the Committee of the Faculty Members appointed by the Dean / Director of the School for the purpose. Subsequently, the Dean / Director of the School shall upload the score sheet through the SAP Portal to the Controller of Examinations. Also, a copy of the score sheet shall have to be preserved in the Office of the Dean / Director of the School till the beginning of the next Academic Session.

13. REGULATION-13

THE REGULATION deals with the Appointment of the External Examiner(s).

13.1   The final thesis and the seminar cum viva voce on the thesis of any Two-Year PG program will be evaluated by the Committee consisting of a group of the Faculty Members appointed by the Dean / Director of the School for the purpose, the Program Head and Supervisor(s) in the presence of an External Examiner.

13.2   The Program Head will prepare a list of the External Examiners for each of the Two -Year PG programs offered by School from outside KIIT-DU in consultation with the Dean / Director and the Committee Members. Each of the External Examiners must be at the level above the level of Assistant Professor from an institute or industry of repute.

13.3   The list of the External Examiners will be forwarded to the Vice-Chancellor for approval of an examiner for each of the Two - Year PG degree programs offered by School. After the approval of the External Examiners, at a date is fixed in consultation with respective External Examiner for the final evaluation of thesis, the seminar cum viva voce will be held. As a rule of KIIT-DU, one External Examiner can examine a maximum of ten theses of any PG program.

14.   REGULATION-14

THE REGULATION deals with the Performance Evaluation of the Thesis (Part-II).

14.1   The performance of the research work for the thesis of any Two - Year PG degree program, carried out by the student in the fourth semester, shall be evaluated out of 100 marks distributed into the four components: (a) the mid-semester seminar out of 15 marks, (b) the end-semester seminar cum viva voce out of 35 marks, (c) the quality of the final thesis out of 10 marks and (d) the assessment of the total research work by the Supervisor(s) out of 40 marks.

14.2   The performance in the mid-semester seminars will be evaluated by a Committee of the Faculty Members appointed by the Dean / Director of the School for the purpose.

14.3   The performance in the seminar cum viva voce and the quality of the final dissertation will be evaluated by a Committee of the Faculty Members appointed by the Dean / Director of the School for the purpose in the presence of the Program Head, Supervisor(s) and the External Expert from an institute / industry of repute.

14.4   The score sheet for the students inclusive of all the four components shall be prepared by the Committee. Subsequently, the Dean / Director of the School shall upload the score sheet through SAP Portal to the Controller of Examinations. Also, a copy of the score sheet shall have to be preserved in the Office of the Dean / Director of the School till the beginning of the next Academic Session.

14.5   A student, who could not complete one part or both parts of the Thesis, will be allowed to appear for the same in the subsequent academic year along with the junior students of third and fourth semesters on the approval of the Vice-Chancellor.

15.   REGULATION-15

THE REGULATION deals with the Performance Grading.

15.1 A Seven Point grading system on the UGC 10-point scale, as shown in the Table - 1 given below, shall be followed for grading of the PG degree students in various examinations conducted by KIIT-DU related to the performance in Theory Subjects, Practicals, Sessionals, Seminar, Comprehensive Viva Voce and Thesis.

15.2 A transitory letter grade 'I' (meaning incomplete with the grade point value of '0') shall be introduced if a student fails to appear in the End-Semester Examination of any subject due to the genuine reason(s). The incomplete grade 'I' shall automatically be converted into an appropriate grade as and when the result for the subject is completed.

15.3 A student shall not be allowed to get the PG degree if the student has any 'I' or 'F' grade.

15.4 The PG students will not be awarded any class or division at the end of any semester or in the final degree.

Table - 1 Performance Grading System			
Performance	Grade	Score out of 100	Grade Points
Outstanding	O	90 to 100	10
Excellent	E	80 to 89	9
Very Good	A	70 to 79	8
Good	B	60 to 69	7
Average / Fair	C	50 to 59	6
Failed	F	< 50	2
Incomplete	I	---	0

15.5 In each semester, the results will be declared within a maximum period of 15 days from the last day of the End-Semester Examinations for theory subjects.

15.6 At the end of a semester, each PG student shall receive a grade card having the Semester Grade Point Average (SGPA) as well as the Cumulative Grade Point Average (CGPA) calculated according to the equations given below.

$$SGPA = \frac{\sum_i C_i \, X \, GP_i}{\sum_i C_i} \qquad \qquad \dots \ (1)$$

$$CGPA = \frac{\sum_i C_i \, X \, GP_i}{\sum_i C_i} \qquad \qquad \dots \ (2)$$

where C_i denotes the credits of the $i - th$ subject and GP_i the grade points of the student obtained in the $i - th$ subject. The equation for SGPA represents the summation over all the subjects registered in the semester, inclusive of the subject(s) in which student has secured F grade(s). The equation for CGPA involves summation over all the subjects studied by the student in all the semesters registered so far, inclusive of the subject(s) in which the student has secured F grade(s).

15.7 The Answer Scripts of the End-Semester Examinations for theory subjects are shown to the students before publishing the results, in general. Therefore, the Controller of

Examinations shall not allow any re-evaluation or scrutiny of the Answer Scripts after publication of the results.

15.8 The Answer Scripts of the End-Semester Examinations for theory subjects shall be preserved in the Office of the Controller of Examinations for a period of 6 months (for the digitized Answer Scripts) and for a period 2 years (for the non-digitized Answer Scripts) from the date of publication of the results of the concerned examinations. Thereafter, the Answer Scripts could be shredded and disposed of and no student or any external agency will have any claim, whatsoever, or can have access to Answer Scripts under any circumstances.

16. REGULATION-16

THE REGULATION deals with the Improvement of CGPA.

16.1 For improvement of the CGPA, a student having no backlog can register in a maximum of three theory subjects in the third (autumn) semester and or in the fourth (spring) semester as per the necessity of the individual student.

16.2 For improvement of the CGPA, a student having backlog(s) can register in a maximum of three theory subjects inclusive of the backlog subject(s) in the third (autumn) semester and or in the fourth (spring) semester as per the necessity of the individual student. The student, however, has to register for the necessary subjects by filling first for the backlog subject(s) followed by any subject(s) for improvement.

16.3 The option for the improvement of CGPA is available to a student in the End-Semester Examinations of theory subjects immediately after the end of a semester.

16.4 If there is no grade improvement in a subject, the previous grade will remain in force.

17. REGULATION-17

THE REGULATION deals with the Eligibility for Appearing in the End-Semester Examinations for Theory Subjects.

17.1 A student shall be eligible to appear in the End-Semester Examination of a Theory Subject, provided he / she is a registered student in that subject and has attended more than 75% of the classes held for that subject. For this purpose, the attendance shall be calculated from the starting date of classes for that subject in the semester.

17.2 A student, who has been absent for short periods of time from lecture classes due to participation in the cultural event(s), sports, NCC, NSS or any other academic or official assignment(s) in the interest of KIIT-DU with the prior written permission of the Dean / Director of the School or on any health ground(s) duly supported by the medical certificate(s) or any extraneous situation(s) like mishap in the family or any other genuine reason(s), may be permitted for a maximum concession of 10% in the attendance and would be eligible for appearing in the End-Semester Examination of a theory subject with an attendance not less than 65% for that subject in the semester. This relaxation in the attendance can be considered by the Dean / Director of the School on case-to-case basis. If

situation demands, the Dean / Director of the School may recommend the case of a student to the Vice-Chancellor for any additional relaxation in the attendance.

17.3 A student shall be allowed to appear in the End-Semester Examination(s) of a theory subject (theory subjects) only if (a) he / she has paid prescribed fee by the date specified by the Controller of Examinations for the purpose, (b) he / she has obtained the eligibility certificate from the Dean / Director of the School and (c) he / she has been finally issued an admit card for the End-Semester Examinations.

18. REGULATION-18

THE REGULATION deals with the Supplementary Examinations for Theory Subjects.

18.1 The Supplementary Examinations for theory subjects are held annually at the end of each Academic Session (Academic Year) and that too just before the start of the subsequent Academic Session. These Supplementary Examinations are held for the theory subjects of the current Academic Session only.

18.2 Students will be allowed to appear for the subjects in which they have failed in the current Academic Session only subject to a maximum of 50% of the total subjects of the current Academic Year rounded off to the students' advantage.

18.3 A student will ordinarily be awarded one Grade lower than the grade the student actually earns in the Supplementary Examination of a theory subject. The Grade 'C' earned by a student in the Supplementary Examination of a subject, however, remains unchanged.

18.4 A student, who has attended more than 75% of the summer term classes for a subject, there will be no grade loss for that subject in the Supplementary Examination.

18.5 A student, who misses the End-Semester Examination(s) for a subject (for more subjects) due to any genuine reason(s) like medical ailments or mishap in the family, will be allowed to appear for the subject(s) in the supplementary Examination(s) without any reduction in the grade(s). This will, however, be decided on the case-to-case basis on production of the proper documents by the student and subsequent approval of the Vice-Chancellor.

18.6 A student, debarred on account of the attendance for a subject, will be allowed to appear in the Supplementary Examination for that subject if the student has attended more than 75% of the summer term classes for that subject.

18.7 A student, whose End-Semester Examination of a subject is cancelled as a disciplinary measure for adopting unfair means in the examination of that subject or debarred on account of the attendance for that subject or has not attended more than 75% of the summer term classes, will not be allowed to appear in the Supplementary Examination for that subject.

18.8 Following the Regulation-16 of this booklet for improvement of the CGPA, any student can appear in the Supplementary Examinations.

18.9

19. **REGULATION-19**

   THE REGULATION deals with the Degree Eligibility.

   19.1 There is no concept of semester-wise or year-wise promotion for the students enrolled in any Two - Year PG degree program of KIIT-DU.

   19.2 Every student shall be required to clear each of the subjects of the program curriculum with a grade 'C' or above in a maximum of three attempts.

   19.3 In order to qualify for the PG degree, a student (a) shall have to obtain a CGPA 6.0 or more, (b) shall have to complete the credit requirements (credits 70 or more) for the degree as laid down in the prescribed program curriculum with a grade 'C' or above in each of the theory, practical, sessional subjects, comprehensive viva voce and thesis, (c) shall have to fulfil the other requirements specified in these regulations given above and (d) shall have to clear all the dues of KIIT-DU and hostel.

20. **REGULATION-20**

   THE REGULATION deals with the PG + Ph. D. Dual Degree Programs.

   20.1 The first two years of the integrated M. A. + Ph. D., M. Com. + Ph. D, M.Sc. + Ph. D. and M. Tech. + Ph. D. dual degree programs will be governed by the Regulations 1 - 19 given above in this booklet. The Ph. D. part of the dual degree program will be governed by the 2022 Ph. D. Regulations of KIIT-DU.

21. **REGULATION-21**

   THE REGULATION deals with the PG + Ph. D. Dual Degree Programs.

   21.1 The Academic Rules for the PG Medical, Dental and Nursing (MD / MS / MDS / M. Sc. Nursing) will be as per the guidelines of MCI / DCI / NCI respectively. The guidelines for preparation of the thesis of these programs will, however, be as given on the pages 14 - 18 above.

GUIDELINES FOR PREPARATION OF THE THESIS

1. General

The thesis should be written in English and should be prepared in a precise manner outlined below.

1.1   Paper - A4 (size - 297 x 210 mm, weight $\geq$ 85 GSM)

1.2   Text Font - New Times Roman (size - 12)

1.3   Margins - left margin as 3.17 cm, right, top and bottom margins as 2.54 cm each

1.4   Line Spacing - 1.5

1.5   Printing - Printing should on one side only

1.6   For each chapter of the Thesis, equations, figures, photographs, graphs and tables should each be numbered separately.

1.7   Certificate - A certificate from the Supervisor(s) stating that the thesis submitted is a bona-fide record of the research work carried out by the student during the period of study under her / his / their guidance and that the thesis has not earlier formed the basis for the award of any other associateship, diploma. degree, fellowship or any other similar title to the student or to any other person.

1.8   Page Numbering - Pages of the Thesis (inclusive of the main text, figures, photographs, graphs and tables) should be numbered consecutively and clearly in Arabic Numerals (0, 1, 2, 3, 4, 5, 6, 7, 8, and 9).

1.9   Binding - After the Seminar cum Viva Voce, Three Hard Bound copies of the Corrected Thesis with a good quality **REXIN COVER** should be submitted.

1.10   There should be no tissue or transparent sheet in the Thesis.

1.11   The Thesis may or may not be dedicated.

1.12   The student shall also have to append her / his Thesis by peer-reviewed published research paper(s) relevant to her / his work in the Thesis.

1.13   Folded diagrams or charts, if any, should be arranged so as to open from top to right.

1.14   Before producing copies of the Corrected Thesis for submission, the student and Supervisor(s) should ensure that all the spellings, punctuations, vocabulary and grammar are correctly used and the bibliography is prepared according to internationally accepted conventions.

2. Organization of the Thesis

The thesis may be organized in the following manner.

2.1   Cover page should be a replica of the title page.

2.2   Page - I is the **TITLE PAGE** and should be as illustrated on the page - 16 of this booklet.

2.3   Page - II is the blank page, may be used for dedication.

2.4 Page - III is meant for a "CERTIFICATE" from the Supervisor(s) as per the format given on the page - 17 of this booklet.

2.5 Page - IV is meant for "DECLARATION BY THE SCHOLAR" as per the format given on the page - 18 of this booklet.

2.6 Page - V is meant for acknowledgments and every student should acknowledge the Institute, the Supervisor(s), etc.

2.7 Page - VI is meant for Abstract. In the Abstract, the student should highlight her / his contribution(s) to the growth of the knowledge in about 500 words.

2.8 Pages VII, VIII, IX, X, etc. are meant for the Table of Contents, List of Tables, List of Figures, List of Illustrations (if any), List of Abbreviations, List of Symbols, Brief Curriculum Vitae, etc.

2.9 The main text of the thesis should be divided into appropriate number of chapters. A student may adopt the following or any other internationally accepted scheme of pattern.

- Chapter-1: Introduction, Review of Literature and Aim of the Work

- Chapter-2: Procedure (Experimental / Theoretical / Logistic, etc.)

- Chapter-3: Data Analysis

- Chapter-4: Results and Discussion

- Chapter-5: Summary of Results and Scope for Future Work

- Bibliography or List of References

- A copy of each of the Peer-Reviewed / Refereed Journal Publications

- After the Seminar cum Viva Voce, Three Hard Bound copies of the Corrected Thesis with a good quality **REXIN COVER** should be submitted. Twin-ring, spring-back and spiral bound copies of the Final Thesis will not be accepted.

- *NOTE: The Supervisor(s) should meticulously observe the above norms while a thesis is being prepared by a student.*

Title of the Thesis

(Capital Bold Centred: Font-Times New Roman, Size-14)

A thesis submitted for the partial fulfilment of the requirements

for award of the degree of

(Font-Times New Roman, Size-12)

Name of the PG Degree

in

Name of the Branch with Specialization

(Font-Times New Roman, Size-14)

By

Name of the candidate

Roll Number

(Font-Times New Roman, Size-14)

Name of the School

Kalinga Institute of Industrial Technology (KIIT)

Deemed to be University U / S 3 of UGC Act, 1956

Bhubaneswar - 751024

Month and Year

(Font-Times New Roman, Size-14)

	Kalinga Institute of Industrial Technology (KIIT)
	Deemed to be University U / S 3 of UGC Act, 1956
	Bhubaneswar - 751024

C E R T I F I C A T E

This is to certify that the thesis entitled, "**Title of the Thesis** ……………………………." for the partial fulfilment of the requirements for award of the degree of **Name of the PG Degree** in the Faculty of ……... and submitted to KIIT-DU, Bhubaneswar is a bona-fide and authentic record of the research work carried out by Ms. / Mr. …………….………………… during the period from …………..……...…… to ……….………… under my / our supervision.

Further, the subject matter embodied in this thesis has not been submitted by her / him or by any other person for the award of any other degree of this or any other University / Institute.

(Co-Supervisor)   (Supervisor)

(Affiliation)   (Affiliation)

DECLARATION BY THE STUDENT

I hereby declare that the work reported in the **Name of the PG Degree** thesis entitled, "**TITLE OF THE THESIS"** is submitted to the **"Name of the School, KIIT Deemed to be University, Bhubaneswar,** is a bona-fide record of my work carried out by me under the guidance of "Name of the Supervisor" and "Name of the Co-Supervisor (if any)".

Neither I nor any other person has submitted this work elsewhere for any other degree or diploma.

Signature of the Student

Name of the Student

Roll Number of the Student

Appendix - 1: The School Wise Two - Year PG Degree Programs with the Respective Eligibility Criteria	
Name of the School	**Eligibility Criteria**
1. **School of Applied Sciences** ❖ Dual M. Sc. + Ph. D. (Applied Chemistry) ❖ Dual M. Sc. + Ph. D. (Applied Physics) ❖ Dual M. Sc. + Ph. D. (Mathematics & Data Sciences)	A candidate having B. Sc. (Chemistry or Physics or Mathematics as one of the main subjects) or B. Tech. or B. E. or equivalent with aggregate of marks not less than 60% or CGPA not less than grade 'B' on the UGC 10-Point Scale may be admitted.
2. **School of Biotechnology** ❖ Two Year M. Sc. (Biotechnology) ❖ Two Year M. Sc. (Applied Microbiology)	A candidate having Bachelor's degree in any branch of Agriculture or Dental or Engineering or Medical or Pharmacy or Science or Technology or Veterinary with aggregate of marks not less than 55% or CGPA not less than grade 'C' on the UGC 10-Point Scale may be admitted.
❖ Dual B. Tech. + M. Tech. (Biotechnology) ❖ Dual B. Tech. + M. Tech. (Chemical Technology)	A 10 +2 candidate with aggregate of marks not less than 60% or CGPA not less than grade 'B' on the UGC 10-Point Scale may be admitted, provided he / she has earned a place in the merit list of KIITEE.
3. <u>**School of Civil Engineering**</u> ❖ Two Year M. Tech. (CE: Construction Engineering and Management) ❖ Two Year M. Tech. (CE: Structural Engineering)	A candidate having B. E. (CE) / B. Tech. (CE) / B. Arch with aggregate of marks not less than 60% or CGPA not less than grade 'B' on the UGC 10-Point Scale may be admitted.
4. <u>**School of Computer Applications**</u> ❖ Two Year M. C. A.	A candidate having Bachelor's degree in any subject (with mathematics at 10 + 2 level) or equivalent with aggregate of marks not less than 55% or CGPA not less than grade 'C' on the UGC 10-Point Scale may be admitted.
5. <u>**School of Computer Engineering**</u> M. Tech. (CS: Computer Engineering) M. Tech. (CS: Information Security) M. Tech. (CS: Data Analytics) M. Tech. (CS: Software Engineering)	A candidate having B. E. / B. Tech. (CS / IT / EC) or equivalent with aggregate of marks not less than 60% or CGPA not less than grade 'B' on the UGC 10-Point Scale may be admitted.

	Appendix – 1 (Continued)	
6.	**School of Electrical Engineering** ❖ M. Tech. (EE: Power Electronics and Drives) ❖ M. Tech. (EE: Power Energy Systems) ❖ M. Tech. (EE: Power Systems Engineering)	A candidate having B. E. / B. Tech. (ECE / EE / EEE / EIE) or equivalent with aggregate of marks not less than 60% or CGPA not less than grade 'B' on the UGC 10-Point Scale may be admitted.
7.	**School of Electronics Engineering** ❖ M. Tech. (ECE: Communication Systems Engineering) ❖ M. Tech. (ECE: VLSI Design and Embedded Systems) ❖ M. Tech. (ECE: RF and Microwave Engineering)	A candidate having B. E. / B. Tech. (ECE / EE / EEE / EIE) or equivalent with aggregate of marks not less than 60% or CGPA not less than grade 'B' on the UGC 10-Point Scale may be admitted.
8.	**School of Language** M. A. (English)	A graduate with English as one subject or equivalent with aggregate of marks not less 50% or CGPA not less than grade 'C' on the UGC 10-Point Scale may be admitted.
9.	**School of Law** ❖ LL. M.	A candidate having B. A. + LL. B. / B. B. A. + LL. B. / B. Sc. + LL. B / B. L. degree or an equivalent degree from a recognized university with aggregate of marks not less 55% or CGPA not less than grade 'C' on the UGC 10-Point Scale may be admitted.
10.	**School of Management** ❖ M. B. A.	A student, having Bachelor's degree or equivalent with aggregate of marks not less than 50% or CGPA not less than grade 'C' on the UGC 10-Point Scale, having a rank in CAT / MAT / XAT / KIITEE and qualified in GD conducted by the University, may be admitted.
11.	**School of Mechanical Engineering** M. Tech. (ME: Manufacturing Process & System) M. Tech. (ME: Thermal Engineering) M. Tech. (ME: Machine Design)	A candidate having B. E. / B. Tech. (Mechanical / Automobile / Thermal Engineering) or equivalent with aggregate of marks not less than 60% or CGPA not less than grade 'B' on the UGC 10-Point Scale may be admitted.
12.	**School of Public Health** ❖ M. P. H. ❖ M. H. A.	A candidate with a Bachelor's degree in any Health Science (M. B. B. S. / B. D. S. / B. A. M. S. / B. H. M. S. / B. N. Y. S. / B. P. T. / B. Sc. (Nursing) / B. Pharm.) from a recognized university with aggregate of marks not less than 50% may be admitted.

	Appendix – 1 (Continued)	
13.	**School of Rural Management** M. B. A. (Rural Management) M. B. A. (Agribusiness Management)	A student, having Bachelor's degree or equivalent with aggregate of marks not less than 50% or CGPA not less than grade 'C' on the UGC 10-Point Scale, having a rank in CAT / MAT / XAT / KIITEE and qualified in GD conducted by the University, may be admitted.
14.	**School of Social, Financial and Human Sciences**	
	❖ M. A. (Anthropology)	A candidate having B. A. (Honors in Anthropology or in any discipline) or B. Sc. (Botany / Zoology / Geology / Biotechnology) or equivalent with aggregate of marks not less than 60% or CGPA not less than grade 'B' on the UGC 10-Point Scale may be admitted.
	❖ M. A. (Economics)	Any graduate or equivalent with Economics / Mathematics / Statistics as one of the subjects with aggregate of marks not less than 60% or CGPA not less than grade 'B' on the UGC 10-Point Scale may be admitted.
	❖ M. A. (Psychology)	Any graduate having English as one of the subjects or equivalent with aggregate of marks not less than 50% or CGPA not less than grade 'C' on the UGC 10-Point Scale may be admitted.
	❖ M. A. (Sociology)	Any graduate or equivalent with aggregate of marks not less than 60% or CGPA not less than grade 'B' on the UGC 10-Point scale may be admitted.
	❖ M. Com. (Commerce)	A graduate in Management or Commerce from a recognized university or equivalent with aggregate of marks not less than 60% or CGPA not less than grade 'B' on the UGC 10-Point Scale may be admitted.
15.	**School of Mass Communication** ❖ M. C. J.	Any graduate or equivalent with aggregate of marks not less than 50% or CGPA not less than grade 'C' on the UGC 10-Point Scale may be admitted.
16.	**Kalinga Institute of Medical Sciences** ❖ Doctor of Medicine (M. D.) ❖ Master of Surgery (M. S.)	Admissions are made following the guidelines of the Medical Council of India.

17.	**Kalinga Institute of Dental Sciences** ❖ Master of Dental Surgery (M. D. S.)	Admissions are made following the guidelines of the Dental Council of India (DCI).
16.	**Kalinga Institute of Nursing Sciences** ❖ M. Sc.	Admissions are made following the guidelines of the Nursing Council of India (NCI).
CE = Civil Engineering, CS = Computer Science, EE = Electrical Engineering, ECE = Electronics and Communication Engineering, EEE = Electronics and Electrical Engineering, EIE = Electronics and Instrumentation Engineering, ME = Mechanical Engineering		

Appendix - 2

	General Course Structure of the Two - Year PG Degree Programs				
	Semester - 1				
	Theory Subjects	L	T	P	Credits
1.	University Level Common Subject - 1	3	0	0	3
2.	School Level Common Subject - 1	3	0	0	3
3.	Specialization Level Core Subject - 1	3	0	0	3
4.	Specialization Level Core Subject - 2	3	0	0	3
5.	Specialization Level Elective - 1	3	0	0	3
				Total Theory	15
	Practicals				
1.	Specialization Level Core Practicals - 1	0	0	3	2
2.	Specialization Level Elective Practicals - 1	0	0	3	2
				Total Practical	4
	Sessionals				
1.	Seminar	0	0	2	1
				Total Sessionals	1
	Semester - 2				
	Theory Subjects				
1.	University Level Common Subject - 2	3	0	0	3
2.	School Level Common Subject - 2	3	0	0	3
3.	Specialization Level Core Subject - 3	3	0	0	3
4.	Specialization Level Elective - 2	3	0	0	3
5.	Specialization Level Elective - 3	3	0	0	3
				Total Theory	15
	Practicals				
1.	Specialization Level Core Practicals - 2	0	0	3	2
2.	Specialization Level Elective Practicals - 2	0	0	3	2
				Total Practical	4
	Sessionals				
1.	Comprehensive Viva Voce	0	0	2	1
				Total Sessionals	1
	Semester - 3				
1.	Thesis (Part-1)				12
	Semester - 4				
1.	Thesis (Part-2)				18
				Total	70

Appendix - 3

Seminar Report

PROGRAM

MASTER OF TECHNOLOGY

in

Branch of Engineering with Specialization

By

Name of the candidate

Roll Number

Name of the School

Kalinga Institute of Industrial Technology (KIIT)

Deemed to be University U / S 3 of UGC Act, 1956

Bhubaneswar - 751024

Date

KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY (KIIT)

Deemed to be University