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**CIRCULAR**

Sub: Instructions regarding the conduct of Regular/Special Elective Course works – Reg.

The following procedure is to be adopted by the Ph.D./M.S. (By Research) / M.Tech. (By Research) scholars registered for Course Works (**Regular/ Special Elective**) in Institutions other than CEG, ACT, SAP and MIT **from July-November 2013 onwards.**

“**Regular Course work**” means a theory subject of PG programme that is prescribed by the Doctoral Committee for the scholar to undergo as a part of the programme requirement.

“**Special Elective**” means any theory subject/laboratory/field work specific to the area of research designed by the Supervisor, recommended by the Doctoral Committee and approved in the Board of Study and Academic Council or PG electives not regularly offered, when it is attended by less than 5 research scholars without regular PG students shall be considered as Special Elective.

**Registration Procedure:**

The registration of course works (Regular/Special Elective) for the Ph.D./ M.S. (by Research) / M.Tech. (by Research) Scholars will be initiated at the beginning of the semester itself. Scholars can register for the courses on the web portal of the office of the Controller of Examinations. Provision will be made to enter the assessment marks periodically by the course instructor and the same will be used as internal assessment marks for the publication of results. These scholars should register only through the colleges where they are undergoing the particular coursework. For the conduct of examinations the following system shall be followed:

**(a) Conduct of Examinations for the Course Works of the Ph.D./M.S. (by Research) / M.Tech. (by Research) Scholars who have registered along with the students of M.E./M.Tech./M.B.A./ M.C.A./M.Sc. programmes**

The scholars who have registered for their course works along with the Students of M.E./M.Tech./M.B.A./M.C.A./M.Sc. programmes must appear for the examinations along with the PG students only in the respective colleges where he/she has undergone the course.

**(b) Conduct of Examinations for the Special Electives:**

The examinations for the special elective examinations will be conducted by the office of the Controller of Examinations. A common venue will be fixed in such cases and will be informed to the scholars. Also, the date of examination will be announced for these examinations by the office of the Controller of Examinations well in advance. The month of examination shall be normally January and July of every year. The question papers will normally be prepared by the office of the Controller of Examinations. However, in case of any specific course work, as a special case, the one or two question paper(s) will be obtained from the course instructor. Examiner for valuation will be appointed by the Controller of Examinations.

**(c) Ph.D. Scholars having CGPA less than 6.5:**

The Ph.D. scholars who have scored CGPA less than 6.5 may either appear for the course works already carried out with the same internal assessment mark for the improvement of grades or otherwise they may register for a new course work recommended already by the Doctoral Committee. When the additional course is registered by the candidate for the purpose of improving the CGPA to 6.5, the best four courses would be considered.

**(d) Grade Sheets/Mark Sheets:**

The grade sheets/mark sheets for the course works/special electives will be issued by the office of the Controller of Examinations from November/December 2013 examination onwards.

**(e) Revised Examination fee for a Special Elective/PG Course work is Rs.450/-**

**DIRECTOR (RESEARCH)**