



RULES & REGULATIONS

For the

M.E./M.Tech. PROGRAMMES

(Full-time & Part-time)



UNIVERSITY COLLEGE OF ENGINEERING

(Autonomous)

Osmania University, Hyderabad – 500 007

(Prepared and Published by Director, CDAAC, UCE, O.U.)

(With effect from the Academic Year 2020 - 2021)

M.E./M.TECH. PROGRAMMES

(Full-time & Part-time)

RULES & REGULATIONS

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Rules and Regulations

M.E./M.Tech. Programmes in Engineering (Full-Time & Part-Time)

(Applicable to the students admitted from the Academic Year 2020-2021 onwards)

Notes:

- 1) All the rules and regulations, hereinafter specified shall be read as a whole for the purpose of interpretation.
- 2) Unless and otherwise stated, all the rules and regulations documented here are also applicable to Part-Time Programmes.

1. ELIGIBILITY FOR ADMISSION*

An applicant for admission into the M.E./M.Tech. Programme shall have one of the following qualifications:

- 1.1. A Bachelor's degree in Engineering/Technology of Osmania University.
- 1.2. AMIE Degree or similar qualification recognized by the UPSC as equivalent to B.E./B.Tech.
- 1.3. Any other qualification which is recognized as equivalent to the Bachelor's Degree in Engineering/Technology of Osmania University.
- 1.4. For M.Tech. (Computer Science and Engineering), Master's Degree holders in Physics, Statistics, Mathematics, or Applied Mathematics, Applied Statistics, Applied Physics, Geophysics and Computer Applications are also eligible. However, all candidates should have valid GATE score in CSE / IT only or any other entrance test conducted by the competent authority.
- 1.5. For M.E. (Civil) programme with specialization in Construction Engineering and Management, candidates with B.Arch. Degree are also eligible.
- 1.6. For M.E. (BME) programme with specialization in Bio-Medical Electronics, candidates with B.E. Degree in Bio Medical Engg. / Electrical and Electronics Engg. / Electronics & Communication Engg. / Instrumentation Engg. or its equivalent are eligible.
- 1.7. For M.E. (EE) programme with specialization in Power Electronics & Systems, candidates with B.E./B.Tech in Instrumentation / Electrical Engineering / Electrical and Electronics Engineering / Electronics and Instrumentation Engineering are eligible.
- 1.8. The candidates will be admitted strictly in accordance with the merit secured at the Entrance Examination conducted by the Government of Telangana, keeping in view the rules in force regarding the reservations of seats to various categories of candidates.

* Subject to review from time to time as per the directives of competent authority.

2. HOW TO APPLY

A candidate seeking admission into the M.E./M.Tech. Programme shall apply in the prescribed form as per the notification issued by Convener, PGCET (on behalf of TSCHE) every academic year. For PTPG programmes the candidate will have to apply in the prescribed form as per the notification issued by Convener, PTPG admissions (Director, CEEP) every academic year.

3. ADMISSION

- 3.1 The Convener, PGCET appointed by TSCHE will conduct the counseling for admission to PG programmes based on GATE score.
- 3.2 After exhausting the eligible GATE qualified candidates, remaining seats will be filled with Non-GATE candidates based on the merit at the Entrance Test conducted by the Convener, PGCET (on behalf of TSCHE).
- 3.3 No full time employee shall be admitted to the M.E./M.Tech. Course unless he/she shows proof of having taken leave for the period of the course.
- 3.4 Admission to PTPG programmes will be based on Rank obtained at the entrance test conducted by Osmania University.
- 3.5 All admissions for both for Full time and Part time programmes are subject to Reservation rules in force from time to time.
- 3.6 For admission to the Part-time programme, the candidate shall have at least one year of experience in the relevant profession after obtaining the qualifying degree.
- 3.7 A candidate for admission to the part-time programme shall submit a letter from the present employer permitting him/her to attend the programme.
- 3.8 Admission of sponsored candidates shall be subject to the following conditions:
 - a) Apart from eligibility conditions specified in clause 1, the candidate must have qualified in the GATE examination or PGCET examination.
 - b) The application for admission has to be duly recommended by the sponsoring agency and forwarded to Osmania University. The sponsoring agency should be a Government Establishment or a Public Sector Undertaking or a reputed Private Undertaking.
 - c) Admissions will be based on GATE score and after exhausting GATE qualified candidates, PGCET qualified candidates are considered for admission.
 - d) Candidate should be a permanent employee of the sponsoring agency with a minimum of one year of post qualification experience.
 - e) The sponsoring agency shall grant him/her leave for pursuing the course.
 - f) Candidates working on research projects under various schemes are also eligible to be considered for sponsored seats subject to fulfillment of conditions (3.8 - a to e).

4. PROGRAMMES AND DURATION

4.1 The following P.G. Programmes are offered:

- (i) Bio-Medical Engineering (Full-Time)
- (ii) Civil Engineering (Full- Time and Part-Time)
- (iii) Computer Science and Engineering (Full - Time and Part-Time)
- (iv) Electrical Engineering (Full - Time and Part-Time)
- (v) Electronics and Communication Engineering (Full - Time and Part-Time)
- (vi) Mechanical Engineering (Full - Time and Part-Time)
- (vii) Mining Engineering (Full – Time)

Note: (a) More than one specialization may be offered in each of the above programmes with some of them being self-finance programmes.

(b) Part-Time Post graduate programmes offered in various specializations are self finance programmes.

4.2 The duration of M.E. / M.Tech. (Full – Time) Programme is 4 semesters. The total period of study for the purpose of drawing the scholarship amount (if eligible) shall not exceed 24 months. Each semester shall have 16 weeks of instruction.

4.3 The duration M.E./M.Tech Part-Time programme shall be 6 semesters having similar course work and Dissertation work.

4.4 The standard of the part time M.E./ M. Tech Programme shall be the same as that of the full time M.E./M.Tech Programme.

4.5 All rules as applicable to the Full time students shall also be applicable to the M.E./M.Tech Part-time students.

5. COURSE REQUIREMENTS

5.1 The degree of M.E./M.Tech. will be conferred on a candidate who has (a) pursued a regular course of study of not less than three semesters of course work as prescribed hereunder and has passed all examinations in the subjects as prescribed in the Scheme of Examination, and (b) submitted and successfully defended his/her Dissertation at the end of the fourth semester (Regular programme) / Sixth semester (PTPG programme) as prescribed in the Scheme of Instruction and Evaluation.

5.2 A regular course of study for eligibility to appear in any subject, for which an examination will be conducted at the end of the semester shall mean putting in an attendance of not less than 75% in each of the subject registered during that semester.

5.3 However, in special cases and for sufficient causes shown, the Vice-Chancellor on the recommendation of the Principal of the College may condone the deficiency of not exceeding 10% attendance for ill-health when an application made for such a condonation is supported by a medical certificate issued by an authorized medical officer and approved by the Principal of the College. Absence not exceeding two weeks, for activities like N.S.S., Inter University Competitions and debates will be condoned if the candidate is sponsored by the University for such activities.

5.4 If a candidate fails to secure the minimum of 65% attendance required in any subject, then he/she shall not be eligible to appear for the Semester End Examination at the end of the semester in the subject. He/she shall be required to prosecute a regular course of study in the subject again before appearing for the Semester End Examination (SEE) in that subject.

- 5.5 If a candidate fails to maintain a minimum of 40% attendance in at least three of the Theory subjects registered independently (excluding Seminar and Lab. courses) in the first semester following admission, he/she shall forfeit his/her seat in the course and the admission automatically stands cancelled.
- 5.6 The course requirements will be as per AICTE Model Curriculum for PG courses in Engineering/Technology, January 2018.
- 5.7 A student, on being admitted to the M.E / M.Tech. Programme shall be assigned to a faculty Adviser. With the approval of the Faculty Adviser / Course Coordinator, the students shall draw up a study plan to satisfy all the requirements, keeping in view the area of specialisation and then register for the courses.
- 5.8 A student shall not be allowed to register for more than two subjects along with the Dissertation-II. A part time candidate can't register through online for more than three subjects along with Dissertation-I.
- 5.9 A Part-time student can register for a maximum of three theory subjects, one laboratory course and a Seminar in a semester.
- 5.10 The online registration process should be completed made within one week from the date of admission for the I-semester and within one week from the date of commencement of classes for subsequent semesters. For the benefit of those who are unsuccessful in the main examination or for those who wish to reappear in a subject(s), a make – up examination will be conducted. A candidate must register for the main examination at the end of the semester. Failure to register for the main examination makes the candidate ineligible to register for the make-up examination.
- 5.11 In the event, the make-up examination results are not declared before commencement of new semester, the candidates may be permitted to register through online for the subject(s) / Dissertation-I conditionally.
- 5.12 A student is permitted for online registration to Dissertation-I, if there are not more than three subjects as backlog from the previous semesters. Backlog for this purpose shall mean Theory courses / Lab courses / Seminar. A student who has successfully completed all the course requirements except Dissertation may be permitted to work on his/her Dissertation at any recognized Institution/ R&D Organization with the approval of the Head of the Department and Head of the Organization.
- 5.13 In the first fortnight of the third semester of Full-Time Programme and fifth semester of Part-Time Programme, a student shall seek a faculty member of the college who will be willing to be his/her supervisor for the dissertation and register for it, failing which, the Head of the Department shall assign Supervisor. The student may, in addition, can also have an External Supervisor from the organization to which he / she is attached as a Co-supervisor with the approval of Head of the Department concerned.
- 5.14 A student shall submit five copies of the Dissertation prepared in the standard prescribed format and approved by his/her supervisor on or before the date indicated in the almanac. The format specifications are given in an Appendix. Detailed Guidelines on documentation of Dissertation work will be issued separately.
- 5.15 For such of those candidates who have not completed the course to an extent of maximum of 2 subjects and/or the Dissertation within the stipulated period, an additional period of one year in continuation may be given to complete the same by the Principal, UCE, OU on application duly recommended by the concerned Head of Department.
- 5.16 The maximum duration for completing all the requirements for obtaining the M.E./M.Tech Programme shall be N+2 (Where 'N' stand for the normal or minimum duration prescribed for completion of the programme) from the date of admission.

6. SCHEME OF INSTRUCTION AND EXAMINATION

- 6.1 All examinations of the UCE, OU shall be held at UCE, OU and /or at such place and on such dates as may be notified.
- 6.2 Applications for permission to appear in SEE shall be made only through online registration process, on payment of the prescribed fee.
- 6.3 When a candidate's application is found in order and he/she is found eligible to appear at in the Semester End Examination (SEE), the Director of Evaluation shall furnish him/her with a Hall Ticket for the Semester End Examination (SEE) and this Hall ticket shall have to be produced by the candidate before he/she is admitted into the examination hall.
- 6.4 A candidate is not entitled to claim refund of the whole or part of the examination fee nor for the reservation of the same for a subsequent examination (s) if he fails to present himself / herself for the Semester End Examination for any reason.
- 6.5 A student shall appear for the Semester End Examination at the end of each semester only in the subjects registered through online at the beginning of the semester.
- 6.6 A candidate who has been allowed to appear for the main examination and if he/she may be permitted to re-appear in the subject(s) at the subsequent make-up examination which shall be conducted within one month from the declaration of the results of the main examination.
- 6.7 A candidate who is unsuccessful at both the main and make-up examination or has not appeared at these Examinations in [subject(s)] shall register for the [subject (s)] again and pass these core / elective course (s) as the case may be, irrespective of whether the syllabus remained same or revised. Further, the candidate must undergo a regular course of study and secure a minimum of 75% attendance for eligibility to appear at the Semester End Examination. The Continuous Internal Evaluation (CIE) marks earned earlier stands cancelled. If the subject in which the candidate has failed is an elective, a new elective may be chosen if required. If a core course (subject) has been dropped in the curriculum, then the core course (subject) to be taken in place of the core course in which the candidate has failed will be specified by the Faculty Adviser / Course Coordinator in consultation with the Chairperson, BoS (Autonomous).
- 6.8 The distribution of Marks/Grades for the Continuous Internal Evaluation (CIE) and the Semester End Examination (SEE) are as detailed in the Scheme of Examination.
- 6.9 Theory question paper of Semester End Examination (SEE) will have 7 questions out of which the candidate has to answer and 5 questions including the first compulsory question for 14 marks. The first question would consist of 5 to 7 (short answer) questions covering the entire syllabus. Remaining four questions would carry 14 marks each covering the entire syllabus.
- 6.10 Out of 30 marks, 20 marks are to be awarded on the basis of 2 class tests (taking average of both tests). Performance of both the tests will be taken into account. Remaining 10 marks are to be awarded based on assignments/seminars/quizzes etc.
- 6.11 A minimum of 50% of students or 4 no. of students (whichever is the least) must have been registered to offer a Programme Elective or Open Elective.
- 6.12 Laboratory Courses and Seminar listed in the **Scheme of Instructions and Evaluation (Table I/Table II)** are Departmental requirements having only. However, the candidate has to complete the same by securing Minimum qualifying marks as stated in Clause 8.
- 6.13 For Laboratory courses, out of 50 marks, 30 marks are to be awarded by the faculty concerned. The remaining 20 marks are to be awarded based on the performance of the individual student in viva-voce/quiz.
- 6.14 Each student is allotted a Mentor/Faculty member to complete Mini Project. One seminar has to be presented for the completion of Mini Project. Out of 50 marks, 30 marks are to be awarded by the mentor and 10 marks are to be awarded by each of the two examiners.

- 6.15 Registration for Dissertation is subject to clause 5.13.
- 6.16 During Semester III of Regular Programme and Semester V of Part-Time Programme, student is expected to present Seminar on Dissertation topic covering progress of problem of Dissertation topic.
- 6.17 The evaluation of Dissertation-I consists of 100 marks, of which 50 marks are to be awarded by supervisor and 50 marks to be awarded by internal Viva-voice committee comprising Chairperson/Head and two Internal Faculty Members as examiners. Each internal examiner will award 20 marks and Chairperson will award 10 marks.
- 6.18 During Semester IV of regular programme and Semester VI of Part-Time programme, the candidate will continue his/her dissertation work on the same topic and complete it by the end of semester. **The candidate should examine his/her dissertation work checked for plagiarism by the software provided by the Osmania University. The candidate can submit his/her dissertation, when the similarity index is less than 30%.**
- 6.19 A student who has successfully completed all the programme requirements, is eligible to submit the M.E / M.Tech. Dissertation for its evaluation as per the procedure/norms given in clause 7.
- 6.20 Students who fail to submit their Dissertation and complete the examination formalities at the end of fourth/sixth semester (as per the almanac notified) need to re-register for their dissertation work in the following semester (in no case later than the N+2 from the date of admission), where 'N' stands for the normal or minimum duration prescribed for completion of the programme. They will have to pay the prescribed fee for re-registration of Dissertation work every semester till the completion of their Dissertation work.

7. DISSERTATION EVALUATION PROCESS:

- 7.1 The candidate who have passed all the courses and Departmental requirements has to present the Dissertation-II to the internal Viva-Voce Committee. The Dissertation shall be scrutinized and evaluated by the viva-voice committee consisting of the Chairperson, BoS (Autonomous), two Internal Examiners and Supervisor of the candidate. The Chairperson, Board of Studies is the Chairperson of the Viva-Voce Committee and Supervisor is the Convener. The Viva Voce will be conducted as per the Almanac given by the Principal, and will normally be twice in an academic year.
- 7.2 The Viva-Voce committee will give a comprehensive report indicating the adequacy or otherwise of the Dissertation-II. If candidate's Dissertation-II work is found inadequate by the viva committee, he/she has to appear once again for the viva – voce examination. The candidate will have to revise the Dissertation-II as per recommendations of the vice-voce committee and submit the final copy within two weeks to the Director of Evaluation, Exam Cell, UCE, OU. The Director of Evaluation will send the Dissertation-II to the external examiner as per the panel of examiners suggested by the Chairperson, BoS (Autonomous).
- 7.3 Within four weeks from the date of submission to the Exam Cell, will arrange for the the external viva-voce examination in consultation with the external examiner. The external Viva-Voce Committee consists of the Chairperson, BoS (Autonomous), External Examiner and Supervisor of the candidate. The Chairperson, Board of Studies is the Chairperson of the viva-voice Committee and supervisor is the Convener. The evaluation of Dissertation-II for maximum of 200 marks will be done as per the guidelines given below:
- i) 70 Marks are allocated for quality of Dissertation work covering (a) Literature review, (b) Innovation / Originality, (c) Research Methodology adopted and (d) Relevance / Practical applications.
 - ii) 70 Marks are provided for Report writing / Documentation
 - iii) 30 Marks are allocated for quality and clarity of presentation of Dissertation work.

- iv) 30 Marks are provided for candidate's performance in terms of his/her ability to defend the work, his/her ability to answer the queries raised during Viva-Voce examination and overall subject knowledge.

TABLE-I
M.E./M.Tech. Four Semester Program Scheme of Instruction and Evaluation

S.No.	Course Name	Contact hours per week			Scheme of Examination		Credits
		L	T	P	CIE	SEE	
SEMESTER-I							
1.	Core-I	3			30	70	3
2.	Core-II	3			30	70	3
3.	Programme Elective-I	3			30	70	3
4.	Programme Elective-II	3			30	70	3
5.	Engg. Research Methodology in ()	3			30	70	3
6.	Audit Course-I	2	1		30	70	0
7.	Laboratory-I	0		3	50	-	1.5
8.	Laboratory-II / Seminar-I	0		3	50	-	1.5
	TOTAL	17	1	6	280	420	18
SEMESTER-II							
1.	Core-III	3			30	70	3
2.	Core-IV	3			30	70	3
3.	Programme Elective-III	3			30	70	3
4.	Programme Elective-IV	3			30	70	3
5.	Audit Course-II	2	1		30	70	0
6.	Mini Project			6	50		3
7.	Laboratory-III			3	50	-	1.5
8.	Laboratory-IV / Seminar-II			3	50	-	1.5
	TOTAL	14	1	12	300	350	18
SEMESTER-III							
1.	Programme Elective-V	3			30	70	3
2.	Open Elective	3			30	70	3
3.	Dissertation-I			20	100		10
	TOTAL	6		20	160	140	16
SEMESTER-IV							
1.	Dissertation-II			32		200	16
	GRAND TOTAL						68

CIE : Continuous Internal Evaluation SEE : Semester End Examination

Audit Courses-I & II

1. English for Research Paper Writing
2. Disaster Management
3. Sanskrit for Technical Knowledge
4. Value Education
5. Constitution of India
6. Pedagogy Studies
7. Stress Management by Yoga
8. Personality Development through Life Enlightenment Skills

Open Electives

1. Business Analysis
2. Industrial Safety
3. Operation Research
4. Cost Management of Engineering Projects
5. Composite Materials
6. Waste to Energy

TABLE-II
M.E./M.Tech. Six Semester Program Scheme of Instruction and Evaluation

S.No.	Course Name	Contact hours per week			Scheme of Examination		Credits
		L	T	P	CIE	SEE	
SEMESTER-I							
1.	Core-I	3			30	70	3
2.	Program Elective-I	3			30	70	3
3.	Audit-I	2	1		30	70	0
4.	Lab-I			3	50	-	1.5
TOTAL		8	1	3	140	210	7.5
SEMESTER-II							
1.	Core-II	3			30	70	3
2.	Program Elective-II	3			30	70	3
3.	Lab-II / Seminar-I			3	50	-	1.5
4.	Engineering Research Methodology in ()	3			30	70	3
TOTAL		9		3	140	210	10.5
SEMESTER-III							
1.	Core-III	3			30	70	3
2.	Program Elective-III	3			30	70	3
3.	Audit-II	2	1		30	70	0
4.	Lab-III			3	50	-	1.5
TOTAL		8	1	3	140	210	7.5
SEMESTER-IV							
1.	Core-IV	3			30	70	3
2.	Program Elective-IV	3			30	70	3
3.	Lab-IV / Seminar-II			3	50	-	1.5
4.	Mini Project			6	50		3
TOTAL		6		9	160	140	10.5
SEMESTER-V							
1.	Program Elective-V	3			30	70	3
2.	Open Elective	3			30	70	3
3.	Dissertation-I			20	100		10
TOTAL		6		20	160	140	16
SEMESTER-VI							
1.	Dissertation-II			32		200	16
GRAND TOTAL							68

CIE : Continuous Internal Evaluation

SEE : Semester End Examination

Audit Courses-I & II

1. English for Research Paper Writing
2. Disaster Management
3. Sanskrit for Technical Knowledge
4. Value Education
5. Constitution of India
6. Pedagogy Studies
7. Stress Management by Yoga
8. Personality Development through Life Enlightenment Skills

Open Electives

1. Business Analysis
2. Industrial Safety
3. Operation Research
4. Cost Management of Engineering Projects
5. Composite Materials
6. Waste to Energy

8. AWARD OF DEGREE

8.1 A candidate shall be deemed to have fully passed in the subjects he/she has registered during the semester, if he/she secures not less than the minimum marks prescribed below:

Minimum Qualifying Marks

Course particulars	Minimum Marks / Grade
(i) Each Theory Course (CIE + SEE)	} 50% - 'D' Grade
(ii) Each Laboratory Course (CIE)	
(iii) Each Seminar (CIE)	
(iv) Dissertation-I (CIE)	
(v) Dissertation-II (SEE)	

8.2 GRADING SYSTEM

Grades are awarded based on the combined marks secured in the Semester End Examination (SEE) (Maximum 70%) and Continuous Internal Evaluation (CIE) (Maximum 30%) as per the criteria stated in the following Table:

Academic Performance	Letter Grade	Grade Points
90% ≤ Marks ≤ 100%	S	10
80% ≤ Marks < 90%	A	9
70% ≤ Marks < 80%	B	8
60% ≤ Marks < 70%	C	7
50% ≤ Marks < 60%	D	6
0% ≤ Marks < 40%	F	0

- The Memorandum of marks of a candidate will reflect the grade secured by him/her as per the grading criteria described in the Table above (clause 8.2).
- There is no minimum marks criteria for the Continuous Internal Evaluation (CIE) for theory subject(s).
- A minimum Cumulative Grade Point Average (CGPA) of 5 is required for the award of Degree. The consolidated memorandum of marks will reflect the credits / grade scored in each subject.

8.3 Semester Grade Point Average (SGPA) & Cumulative Grade Point Average (CGPA) Calculation:

(a) A student is said to have earned credits if he/she secures letter grade 'C' and above

$$(b) \text{ SGPA} = \frac{\sum [\text{Letter Grade Point} \times \text{Credits}]}{\sum \text{Credits}}$$

SGPA is calculated upto second decimal point

SGPA is calculated only when all subjects in that semester are Cleared / Passed

$$(c) \text{ CGPA} = \frac{\Sigma[(\text{SGPA}) \times (\text{Total Credits})]}{\Sigma(\text{Total Credits})}$$

CGPA at a given point of Semester is calculated upto second decimal point
CGPA is calculated only when total credits earned are equal to total credits up to a Semester in which the candidate has last appeared for Semester End Examination

(d) Memorandum of Marks should indicate total number of credits and total number of credits earned up to a point of Semester

8.4 In case of hearing impaired, orthopedically handicapped and visually challenged candidates, 10% reduction in pass marks in each subject is admissible as per G.O. Ms. No.150, dated 31-08-2006.

8.5 A candidate desires to have recounting / revaluation can apply for it as per the institute norms and notification of Exam Cell.

A candidate can also obtain a photocopy of the corrected answer book of the theory subjects SEE only on payment of Rs.1000/- (Rupees One thousand only) for each subject, drawn in favour of Director of Evaluation, Exam Cell, UCE, OU as per the notification of Exam Cell.

8.6 AWARD OF GOLD MEDAL

A student securing highest CGPA in **single attempt** is eligible for award of Gold Medal.

8.7. TRANSITORY REGULATIONS

1. Whenever the schemes of Instruction and /or syllabi are changed for a course, candidates shall satisfy the unfulfilled requirements of passing the number of core subjects and electives choosing subjects from the revised schemes, with the approval of the Head of the Department.
2. Whenever a course or scheme of instruction is changed in a particular semester/year, two more examinations immediately following thereafter shall be conducted according to the old syllabus/regulations provided the content in the course has changed more than 40%.
3. Candidates not appearing at the examinations or failing in them shall take the examination subsequently according to the changed syllabus /regulations.

8.8. MALPRACTICE AND AWARD OF PUNISHMENT

Regulations Under Ordinance no. vii

Conduct of Examinations Part- v

Schedule on the Nature of Malpractice and Award of Punishment

“Examination” in this context refers to all the papers taken by the candidate on the same hall-ticket.

Malpractice	Award of Maximum Punishment
1. Possession of the prohibited (written or printed) papers, books, notes during the examination period but which were not used.	Shall be debarred from appearing at the subsequent papers of the examination apart from cancelling the result of the examination in which he/she had indulged in malpractice.
2. Matter relevant to the examination being written on any part of the body or on the clothes worn, or in the instruments, wrappings, etc.	-do-
3. Attempting to take help from any prohibited papers, notes, written or printed matter, writings on the walls, furniture and attempting to take help from or giving help to other regarding answer to any question or questions of the examination paper.	-do-
4. Taking help from or consulting of prohibited written or printed material; consulting and/or taking help from or helping other examinee during the examination period inside the examination hall or outside it; with or without their consent, or helping other candidate to receive help from anyone else.	-do-
5. An examinee who attempts to disclose his/her identity to the paper valuer by writing his/her roll number at a place other than the place prescribed for it, or by writing his/her name or any coded message or an examinee who makes an appeal to the paper valuer in the answer book.	Cancelling the result of that paper
6. Writing such as invocation of GOD's name in any form.	To be ignored
7. Writing on the question paper or other papers; the answer to questions, rough work, etc., with no intention of passing it on to another examinee.	To be warned not to do so

- | | | |
|-----|--|---|
| 8. | Using abusive and obscene language in the answer book. | Cancellation of the result of that paper |
| 9. | Examinee allowing or destroying prohibited material found in his possession or acting in any other manner with a view to destroy evidence. | Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting his/her admission to or continuation in any course of the University for a period of one year. |
| 10. | Refusing to obey instructions of the Chief Superintendent / Invigilator | Cancelling the result of that paper |
| 11. | Smuggling an answer book / additional answer book/matter into or out of the examination hall. | Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting his / her admission to or continuation in any course of the University for a period of the year. |
| 12. | Inserting in or removing from the answer book/additional answer book of any sheet. | -do- |
| 13. | Substituting wholly or partly an answer book/additional answer book. | -do- |
| 14. | Impersonation even at a single examination. | To be dealt with as per law |
| 15. | Cases of examinees when conspiring to interchange in Roll Nos. | Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting their admission or constitution in any course of the University for a period of one year. |
| 16. | Creation of disturbance or otherwise misbehaving in and around the examination hall during or before the examination. | Cancelling the results of all examinations taken or proposed to be taken during that session and prohibiting admission into or continuation in any course of study for a period of two years. |
| 17. | Guilty of assaulting/abusing intimidating any person connected with the examination work any time before, during or after the examination | Cancelling the result of all examinations taken or proposed to be taken during that session and the next session and prohibiting admission into or continuation in any course for a period of two years. |
| 18. | Punishments for malpractices not defined here would be recommended on the merits of the individual cases by the malpractices committee. | |

APPENDIX

8.9. Format of M.E./M.Tech. Dissertation



**Department of <Name of the Department>
<Name of the College>
Osmania University**

CERTIFICATE

This is to certify that the Dissertation work entitled < Title of the Project Work > submitted by < Mr. / Ms. Name of the student (Roll No.) >, a student of Department of < Name of the Department >, < Name of the College > in partial fulfillment of the requirements for the award of the degree of master of < Engineering / Technology > with < Name of the Specialization > as specialization is a record of the bonafide work carried out by < him / her > during the academic year < Academic year >.

Date of submission of thesis

Signature of the Supervisor

< Name >

< Designation >

< Address >

Signature of Head of the Dept.

< Name >

< Designation >

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Seal

DECLARATION

I declare that the work reported in the Dissertation entitled < Title of M.E. / M. Tech. Thesis > is a record of the work done by me in the Department of < Name of the Department, Place / Organization >.

No part of the thesis is copied from books / journals / internet and wherever referred, the same has been duly acknowledged in the text. The reported data are based on the Dissertation work done entirely by me and not copied from any other source.

Signature of the Student

9.0 Guidelines for preparing M.E./M.Tech. Dissertation

The Thesis must be presented on A-4 paper approximately 11 Inches / 9 Inches or 27.9 cm / 22 cm and duly hard bound.

I. General:

1. The title of the thesis should be concise and clearly convey the work presented.
2. Lists of figures, tables, variables, symbols, acronyms etc. should be included, before the start of the first chapter.
3. The abstract should not be more than 500 words.
4. A declaration stating the originality of work / results should be appended.
5. Any work which amounts to plagiarism should be totally avoided.
6. The entire thesis should be free from grammatical and spelling mistakes.
7. The total number of pages of the thesis should not normally exceed 250.
8. Any downloaded matter of tables or equations, if used, should be rewritten, and the source mentioned.
9. The first Chapter should clearly reflect the importance and objectives of the thesis.
10. A brief literature review may be included in the first or second chapter.
11. The organization of the thesis may be mentioned in the first chapter.
12. The pages should be numbered starting from the first page of the first chapter.
13. The pages before the first chapter should be numbered in small Roman numerals.
14. The headings and sub-headings should be properly numbered chapter wise.
15. Extension work may be indicated in the conclusion.
16. Uniform font and size should be followed for the titles of all chapters.
17. Uniform Indent should be followed throughout the text of the thesis.
18. Similarly uniformly should be maintained for all headings and sub headings.
19. Subscripts and superscripts should be adopted properly.

II. Formatting

1. The text should be presented at one and a half spacing.
2. The font size of the main text should be uniformly 12 points throughout the thesis.
3. Left justification or left and right justification can be used for main text.
4. The left margin should be 30 -40 mm and the right. Top and bottom margins should be 25 to 30 mm.

III. References

1. The references should be numbered from the first chapter to the last chapter in ascending order and the corresponding number should be shown in square brackets wherever required.
2. The reference should be listed with details after the last chapter.
3. All the references listed should be referred in the main text.
4. The references could be technical papers of Journals, conferences, symposia, workshops and seminars, technical reports, manuals, text books and software.
5. The important contents of referred materials should be in the following order: Name (s) of the author (s), Title of the paper, publication title, year of publication, Vol, No., pp.

IV. Appendices

1. Important programs, derivations, data and any other useful material may be shown in the appendices with proper numbering.
2. The appendices should be numbered in capital Roman numbers or capital letters from the first chapter to the last chapter in ascending order. (eg. Appendix 1 or Appendix A)
3. The appendices should be shown with details after the last chapter.
4. All the appendices should be referred in the main text.

V. Equations

1. All the equations used in the thesis should be properly numbered chapter wise (eg. Eq, 3.1 or)
2. The equations shown should be clearly referred and identified as Eq. or eq. followed by equation number.
3. Repetition of equations should be avoided. If needed, it may be referred by its number.
4. Equations should never be mixed up with main text. It should be shown as separate object and 'Equation Editor' can be used.

VI. Tables

1. The tables shown in the thesis should be clearly referred and explained and they should be numbered properly.
2. At the top of the table, it should be identified as table, followed by table number (ex. Table 3.1)
3. The caption of the table should be written clearly, precisely and briefly at the same position.
4. A spacing of at least 3 points should be taken for the first line of each cell.
5. Table size should not cross the limits of the set page margins.
6. The font size should be less than or equal to the font size of main text.

VII. Figures

1. The figures shown in the thesis should be clearly referred and explained. They should be numbered properly chapter wise.
2. At the bottom of the figure, it should be identified as fig. or figures, followed by figure number (ex. Fig 3.1 or figure 3.1).
3. The caption of the figure should be written clearly, precisely and briefly at the same position.
4. All the graphs and flowcharts should be identified and presented the same way as figures.
5. All the figures and graphs should be drawn clearly, so that variables, units, markings and details are dissembled.
6. All the drawings, text boxes, images and details related to a particular figure should be grouped together.
7. The font size used should be less than or equal to the font size of main text.
8. The figure size should not exceed the set page margins.

