

**OFFICE OF DEAN ACADEMIC AFFAIRS**



**Rules and Functions**

**SENATE POST GRADUATE COMMITTEE (SPGC)**

**DEPARTMENTAL POST GRADUATE COMMITTEE (DPGC)**

## **Senate Post Graduation Committee (SPGC)**

The senate Post Graduate Committee (SPGC) has been established to assist the Senate in all academic matters related to all the PG Programmes. It operates through the Departmental Post Graduate Committees (DPGCs) to administer all aspects of the Post Graduate and Research programmes.

### **Constitution of SPGC**

The Senate Post Graduate Committee (SPGC) shall have the following constitution:

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| 1. Dean (Academic Affairs)   | Member   |
| 2. Convener DPGC's from all the Academic Departments               | Member   |
| 3. Additional Members (Six)  | Member   |
| 4. Immediate former Chairman, SPGC (if not otherwise a member)     | Member   |
| 5. Chairman SUGC   | Member   |
| 6. Two Nominees of Chairman, Senate (from Senate Member)           | Member   |
| 7. One Students from PhD   | Member (to be nominated by the Dean (AA) from amongst the class seniors on the basis of merit) |
| 8. One student from M Tech   | Member (to be nominated by the Dean (AA) from amongst the class seniors on the basis of merit) |
| 9. Chairman of the SPGC shall be nominated by the Chairman, Senate |  |

### **Jurisdiction of SPGC**

The Senate Post Graduate Committee (SPGC) shall have jurisdiction in the following matters concerning all the postgraduate programme of the institute:

The recommendation of new PG programmes

The recommendation of new courses

Formal approval of the new courses

Desirable modification of courses already approved

The credit value of courses

The rules governing the form of presentation and submission of thesis, the conduct of oral and written examinations

Periodic evaluation of academic performance of programmes

Recommendations for granting of degrees

Recommendation of Research Proposals of PhD students

Other issues related to PhD programme and PhD Scholars

In such other related matters as may be referred to it by the Senate

### **Functions of SPGC**

The functions of the Senate Post Graduate Committee (SPGC) consist primarily of general policy determination, coordination, and review, but the Senate shall retain the power of final review. In the discharge of its responsibilities the Committee shall make full use of the appraisals and recommendations from the different Academic Departments concerned while

recommending a case/s to the Senate. The Committee shall be assisted by the Departmental Post Graduate Committees (DPGC) of the Departments.

### **Departmental Post Graduation Committee (DPGC)**

Each Academic Department (approved by the Senate) shall have a Departmental Post Graduate Committee (DPGC).

#### **Constitution of DPGC**

The Departmental Post Graduate Committee (DPGC) shall have the following constitution:

1. The Head of the Department (HOD) as Chairman, DPGC
2. Convener, to be nominated by Departmental Faculty Board (DFB)
3. Convener, Departmental Undergraduate Committee (DUGC)
4. Three Faculty members to be nominated by the HOD in consultation with Convener, DPGC from the Department. (In case there are not sufficient faculty members, Chairman, Senate may nominate faculty from other departments of the institute)
5. One faculty member from other (Preferably Sister) Department to be nominated by the HOD in consultation with Convener, DPGC
6. Institute Alumni from Industry / Organization. Head of the Department in consultation with Departmental Faculty Board (DFB) will submit a panel of 2 ~ 4 Alumni to the Director, who will nominate the DPGC member among them. Members should possess significant experience in running PG Programmes and Research field.
7. One Students from PhD (to be nominated by the Head of the Department for a period of 1 year)
8. One Students from M Tech (to be nominated by the Head of the Department for a period of 1 year) If M. Tech Programme does not exist then one more student shall be nominated from the PhD programme.

The DPGC Convener shall be nominated by the Faculty Board of the Department for a term of two years.

The duration of the DPGC shall be two years.

The student members cannot participate when the case/s of academic evaluation of any individual student/s are being discussed; however, the student member's opinion may be sought prior to talking any decision.

#### **Responsibilities of DPGC**

The Departmental Post Graduate Committee (DPGC) is responsible for the following:

1. Supervision and conduct of lecture, tutorial and practical classes
2. Supervision and conduct of midterm examinations, class tests, quizzes, practical tests, end semester examination, thesis work, seminar and project presentation and ensuring its quality
3. Monitoring the quality of instructions to students
4. Appointment of supervisors for M Tech /MSc/MBA/MTIEM students
5. Recommendations of Supervisors /Co-Supervisors of PhD candidates

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6. Admission related matters of PG programmes at Departmental level
  7. Monitoring the quality of research
  8. Proposing and implementing new courses and programs as approved by Senate/ BOG
  9. Monitoring daily attendance of all PG and Research students
  10. Recommendations for release/continuation of assistantship on monthly basis based on attendance and weekly workload of PG/PhD students to be made by chairman DPGC.
  11. Attending to the problems of PG /PhD students and advising, counselling them in academic matters
  12. To recommend the cases of PG / PhD students for continuation/ extension/termination/ cancellation of his /her programme
  13. Acting as student Grievance Committee for PG students
  14. Any other work assigned to it by SPGC/ Dean (AA) / PhD rules /Senate.

The DPGC is expected to have its meeting regularly and to keep record of its decisions. DPGC shall meet at least four times in an academic year.