

# **BS-MS (Dual Degree) Programme Manual**



**Guidelines and Regulations  
2017**

**Indian Institute of Science Education  
and Research Bhopal**

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## 1. GENERAL INTRODUCTION

The Indian Institutes of Science Education and Research (IISERs) were established in 2006 through a proclamation of the Ministry of Human Resource Development (MHRD), Government of India, to promote quality education and research in basic sciences. Soon after the announcement, two of these Institutes at Pune and Kolkata were started in 2006. This was followed by the start of an Institute at Mohali in 2007, Bhopal and Thiruvananthapuram in 2008, Tirupati in 2015 and Berhampur in 2016.

Subsequently, these Institutes were brought under the ambit of an Act of the Parliament (NITs Amendment Act-2012, no. 28 of 2012) promulgated with the assent of the President of India on June 7, 2012, vide Gazette Notification no. 13, dated June 8, 2012. The Act was further amended in 2014, entitled the NITSER Act 2014. Now, each IISER is a degree granting autonomous Institution with a focus on integrating science education and research.

IISER Bhopal provides a platform for the faculty to engage in high quality teaching and research, at both the undergraduate and postgraduate levels in frontier areas of various disciplines. Further, it is the philosophy of the Institute to remove barriers between different knowledge streams.

This booklet is the BS-MS (Dual Degree) programme manual comprising of an overview of Academic Affairs and the guidelines/regulations that the Institute follows for this programme. However, in addition to these general guidelines, different Departments may

impose specific requirements, approved by the Senate, from time-to-time, in order to achieve their goals.

## **1.1 Academic Programmes**

IISER Bhopal currently offers Bachelor of Science-Master of Science (BS-MS) Dual Degree, Integrated Ph.D. and Ph.D. programmes in various disciplines. The BS-MS Dual Degree Programme is offered to students who have completed their 10+2.

The five-year BS-MS (Dual Degree) programme is currently offered in the following disciplines:

- Biological Sciences
- Chemistry
- Earth and Environmental Sciences
- Mathematics
- Physics
- Electrical Engineering and Computer Science
- Chemical Engineering

Further provision exists in the Institute to introduce new disciplines, as appropriate.

## **2. ADMINISTRATIVE BODIES**

### **2.1 Senate**

The Senate is the principal academic body of the Institute and shall have control over the general regulation of Academic Affairs. The Senate is responsible for the maintenance of standards of education, teaching and training, inter-departmental co-ordination, and for considering and recommending the

results of examinations and award of degrees to the Board of Governors (BoG) of the Institute for its approval. The Senate shall exercise such powers and perform other duties as may be conferred or imposed upon it by the Statutes.

## **2.2 Office of Academic Affairs**

The Office of Academic Affairs, headed by the Dean, Academic Affairs (DoAA) is responsible for implementing the decisions taken by the Senate, in consultation with the Institute Academic Affairs Committee (IAAC), Department Undergraduate Committee (DUGC) and Department Postgraduate Committee (DPGC). Its activities include:

- Receiving, processing and maintaining all records related to admissions to various programmes, semester registration, leave, grades, scheduling of courses and examinations and award of degrees/prizes.
- Periodically releasing course contents, manuals for various programmes and academic calendar, duly approved by the Senate.
- Conduct of Convocation.
- Disseminating information pertaining to all academic matters to students and faculty.
- Issuing necessary memoranda/orders.
- Acting as a channel of communication between students, Instructors, Departments, IAAC, DUGC and DPGC.



## 2.3 Department Undergraduate Committee (DUGC)

The Constitution of this committee is as follows:

- Convener – HoD’s nominee from the faculty members of the Department
- Head of the concerned department – Ex-officio member
- 2–4 other faculty member of the Department nominated by the Head.

The tenure of DUGC shall be for two years, with half of the members retiring every year. At the end of the first year, the retiring members may be decided by consensus or by drawing lots. In general, the convener DUGC should not be a retiring member. The constitution of the DUGC shall be reported to the Office of Academic Affairs as and when there are changes in the same.

**Functions:** Following are the functions and duties of the DUGC:

- To advise students in their academic programmes and provide appropriate guidance to maintain their required academic standing (minimum credits and CPI requirements to complete the academic programme).
- To make recommendations to the DoAA in all matters pertaining to academics, including the introduction of new courses, credits allotted to them, and approval of their contents.
- To recommend modifications, as appropriate, for courses already approved by the Senate.

Notwithstanding any of the above, the Senate retains powers of final review of guidelines/policies

recommended by the DUGC and such matters as may be brought in appeal before it. In discharging his/her responsibilities, the DoAA shall make full use of the appraisals and the recommendations of the DUGCs.

#### **2.4 Institute Academic Affairs Committee (IAAC)**

This committee consists of the Conveners, DUGC/DPGC (as applicable), and the Heads of the departments and is headed by the DoAA. This standing committee will examine matters related to academic issues common to all departments and recommend appropriate actions, including those to be taken to the Senate for its consideration.

### **3. ADMISSIONS AND SCHOLARSHIPS**

Admission to the BS-MS (Dual Degree) programme is managed by the duly constituted Joint Admissions Committee (JAC) of the IISERs.

#### **3.1 KVPY fellowship and INSPIRE Scholarships**

Kishore Vaigyanik Protsahan Yojana (KVPY) scholars admitted to IISERs would draw fellowship as per KVPY norms. In addition, a limited number of Innovation in Science Pursuit for Inspired Research (INSPIRE) scholarships will be available for candidates admitted through JEE Advanced and SCB channel as applicable as per the norms prescribed by DST INSPIRE scheme.

For Further details please refer to the section ‘Scholarships’.

### **3.2 Admission Procedure**

Currently, students are admitted to the five year BS-MS (Dual Degree) programme once a year in July, through the following channels:

1. Kishore Vaigyanik Protsahan Yojana (KVPY)
2. IIT-Joint Entrance Examination (Advanced)
3. State and Central Boards Channel (SCB)

Indian nationals and students belonging to PIO or OCI category are eligible to apply.

The list of above channels can be modified by the empowered body from time-to-time.

Details of admission procedure may be accessed via the IISER Admission website.

### **3.3 Physical Fitness**

All selected students will have to submit a medical examination report at the time of admission from a registered medical practitioner in the format prescribed on IISER Admission website.

### **3.4 Reservation Policies**

Reservation of seats for various categories shall be as prescribed by the Board of Governors in line with the statutory requirements, in vogue. The reservation policies currently in vogue are as follows:

#### **i. Scheduled Caste (SC) and Scheduled Tribe (ST) Candidates**

Currently, 15% and 7.5% seats are reserved for the SC and ST categories, respectively. Candidates belonging to SC/ST categories will be required to produce the original caste/tribe certificate issued by

a competent authority in the format prescribed on IISER Admission website.

**ii. Other Backward Class Non-Creamy Layer (OBC-NCL) Candidates**

Currently, 27% seats are reserved for candidates belonging to OBC-NCL category. The OBC-NCL candidates will be required to produce original OBC-NCL certificate issued by competent authority in the format prescribed on IISER Admission website.

Those belonging to the creamy layer of OBC are not entitled for reservation.

**iii. Persons with Disability (PD) Candidates**

A horizontal reservation of 3% of the seats in every category are reserved for PD candidates. For any category of disability (as decided by the JAC), candidates are required to produce the original medical certificate at the time of admission in the format prescribed on IISER Admission website.

In case of any dispute in establishing physical disability (recognized by the JAC for the purpose of admission to IISERs), the decision of the Medical Board constituted by the Institute will be final.

### **3.5 Cancellation of Admission**

All students are considered provisionally admitted to the academic programme until the submission of all required and valid documents including mark-sheets, provisional certificates, reserved category certificates (if applicable), and/or other supporting documents of the qualifying examination to the Office of Academic

Affairs. Student should bring the original documents for verification. These documents should be submitted by the last date specified for this purpose in the admission/declaration form. The Senate can cancel the admission of any student who fails to submit the required documents by the specified date or meet other stipulated requirements.

The Senate may also cancel the admission at any later stage if it is found that the student had supplied false information or suppressed relevant information while seeking admission. Further, the Institute has the right to cancel the admission of any student and terminate his/her academic programme at any stage, on grounds of unsatisfactory academic performance, irregular attendance in classes, or acts of indiscipline.

## **4. ACADEMIC SESSIONS**

### **4.1 The Semester System**

The academic session consists of two primary semesters each of about 17 weeks

- Semester I: Beginning last week of July/first week of August
- Semester II: Beginning last week of December/first week of January.

Each semester includes the following:

- Mid-Semester Examination
- Mid-Semester Recess
- End-Semester Examination

The duration of the conduct of the mid and end semester examination is typically ten days. It may, however, be extended, as required for the smooth conduct of examination, by the DoAA. The schedule of classes and examinations are informed by the Office of Academic Affairs.

In addition to the above, a summer semester (Semester III), consisting of about 8 weeks (from mid-May to mid-July), will be run if module courses, duly approved by the Senate, are offered by various Departments.

## **4.2 Academic Calendar**

The schedule of all important events, such as registration, late registration, commencement of classes, add/drop of courses, submission of documents, mid-semester examinations, mid-semester recess, academic pre-registration, end-semester examination, submission of grades, and vacation during the academic session, are specified in the academic calendar, displayed on the Academic Affairs Office webpage. The academic calendar for every year (January to December) is released between September and October of the preceding year, duly approved by the Senate.

Every student is expected to adhere to all the academic regulations of the programme and have an understanding of the requirement of the programme as given in the manual. The rules and regulations of the academic programme are subject to periodic revision.

## 5. Faculty Advisor

On joining the Institute, every student is assigned to a Faculty Adviser (FA) for the first two year of the programme. The role of FA is of immense importance to students. The Faculty Advisers mainly

- advise the students about the rules and regulations governing the programme.
- give suggestions on the courses to be taken in various semesters
- Pay special attention to academically weak students.

The students are expected to meet their FA at least once in a month and discuss any issues related to their progress. The parents/guardians can contact the FA for various academic issues of their wards.

## 6. CURRICULUM

BS-MS (Dual Degree) programme consists of mandatory, common courses (core courses) for all disciplines during the I and II semester (1<sup>st</sup> year), a subset of all courses on offer which will enable a student to qualify for a choice of ‘Major’ (called pre-major courses) during the III and IV semesters (2<sup>nd</sup> year) and departmental courses (professional courses) during the remaining six semesters (3<sup>rd</sup> year onwards).

Core courses consist of compulsory courses in Biological Sciences, Chemical Engineering, Chemistry, Earth and Environmental Sciences, Mathematics, Physics, Electrical Engineering and Computer Science,

topics in Humanities and Social Sciences including English language.

During the pre-major year, a student will choose courses from a minimum of two disciplines. These courses will consist of the courses identified by the pre-major departments and open electives.

Professional courses consist of discipline dependent mandatory and elective courses. During the IX and X semesters (5<sup>th</sup> year), students are required to register for MS thesis. Typically, all students are expected to carry out MS Thesis at IISER Bhopal.

During summer and winter breaks, students are encouraged to do projects at IISER Bhopal or other Institutes.

The course structure, credits and contents of all courses are detailed in the 'Course Contents' available on Institute's website.

### **6.1 Minimum requirement for registering in the 2<sup>nd</sup> (Pre-major) year**

A student will not be permitted to register for the 2<sup>nd</sup> year of study, if he/she has a backlog of more than 9 credits at the end of the 1<sup>st</sup> year. The student will have to drop a year to clear the backlog courses beyond 9 credits before he/she can opt for pre-major.

### **6.2 Minimum requirement for registering in the 3<sup>rd</sup> (start of 'Major') year**

A student will choose his/her 'Major' discipline by the end of the IV semester (2<sup>nd</sup> year) and will register for the same at the start of the V semester (3<sup>rd</sup> year).



All of the following restrictions for choice of ‘Major’ will be imposed:

- A student will be allowed to register for the V semester (3<sup>rd</sup> Year) only after he/she clears all the courses of I and II Semesters (1<sup>st</sup> year). For all courses with S/X grade, a student earning an X grade will be permitted to register for the V Semester. However, he/she should earn an S grade in that course before the completion of the programme.
- A student should have no more than 1F grade in theory and 1F grade in the laboratory course of the discipline in which the student wants to ‘Major’.
- A student who has a deficit (either because of not crediting or failing) of 1 theory or 1 laboratory course requirement for choice of ‘Major’, will be permitted to choose that ‘Major’ provided he/she fulfils the requirement before registering for the VII semester. Such courses will be treated as overload.
- A student should have a minimum CPI of 5.0 at the end of the 2<sup>nd</sup> year.

If any student fails to meet any criteria for choosing a ‘Major’ as mentioned above, he/she will have to drop a year.

For majoring in a discipline, the student will have to fulfil all credit requirements and other criteria as specified by the Department.

### **6.3 Minimum requirement for earning a ‘Minor’**

There is also a provision in the Institute to earn a ‘Minor’ in a discipline(s) other than the one in which

she/he earns a ‘Major’. Earning a ‘Minor’ will enable students to be better prepared for inter-disciplinary research and will potentially open up several career opportunities, which may not have been otherwise accessible. Minor in more than one discipline is permitted subject to meeting the required criteria.

To earn a ‘Minor’, the student has to acquire a minimum of 30 credits (including the 2<sup>nd</sup> year courses) in the discipline in which he/she wants to ‘Minor’. Departments may further impose additional requirements to ‘Minor’ in their disciplines (for example, crediting certain courses from their discipline) after due approval of the Senate. The student may seek permission from the DUGC/DoAA for any additional course-load (academic overload) required to meet these criteria. The grade report of the student, in addition to the ‘Major’ discipline will also show the ‘Minor’ discipline(s), if earned.

#### **6.4 Change of ‘Major’ Discipline**

A student can change his/her ‘Major’ before the start of the VII semester (4<sup>th</sup> year) with prior approval of the Head of the Department to which the student wishes to migrate, under intimation to the Head of the current ‘Major’ discipline. If a student chooses to change his/her ‘Major’, he/she should do so within the add/drop deadline. Departments may recommend imposing a year - drop to ensure that a student changing his/her ‘Major’ fulfils curriculum requirements.

The successful completion of all courses and other requirements, as laid down by the Department in which

the student wants to ‘Major’, is mandatory for award of degree with that ‘Major’.

## **7. REGISTRATION**

Every student is required to register in each semester for the courses to be credited by him/her during that semester.

1. Fees pertaining to tuition, hostel, mess etc. should be paid by the student before the start of each semester within the date notified.
2. Students who are yet to clear their outstanding balance of dues will not be allowed to register until all dues are clear and the fee for the on-going semester are remitted.
3. Fees will be subject to revision periodically and the details will be announced before the commencement of the semester.

The Office of Academic Affairs will register students for all the semesters including the summer semesters, centrally, as per the academic calendar. It is the duty of every student to ensure that he/she has completed the pre-requisites, if any, required to register for a course. Also, the student must ensure that there is no conflict in the timetable of the courses that he/she wishes to register in. All students must be present, in person, on the day of registration. They should also carry a copy of their grade report along with them to the registration desk.

All students are strongly advised to meet the concerned course Instructors/DUGC/HoDs/DoAA for academic advising prior to registration.

Registration to various semesters will be subject to the following conditions, as applicable:

1. A student will not be allowed to register for the V semester (3<sup>rd</sup> year), if
  - He/she has not cleared all courses of the first year,
  - He/she has backlogs (F grades) in more than 9 credits in courses of the 2<sup>nd</sup> year,
  - He/she has not attained CPI of 5.0,
  - He/she does not meet the requirements of choosing a 'Major' discipline.
2. A student will not be allowed to register for the VII semester (4<sup>th</sup> year), if
  - He/she has not cleared all courses of the first two years,
  - He/she has backlogs (F grades) in more than 14 credits in courses of the 3<sup>rd</sup> year, and
  - He/she has more than 1F in the courses of the discipline in which he/she is majoring in the semesters V or VI.
3. A student will not be allowed to register for the IX semester (5<sup>th</sup> year), if
  - He/she has not cleared all courses of the first three years,
  - He/she has backlogs (F grades) in more than 14 credits in courses of the 4<sup>th</sup> year, and

- He/she has more than 1 F in the courses of the discipline in which he/she is majoring in the semesters VII or VIII.

*Over and above the minimum compulsory credit requirement, a maximum of two courses will be permitted per semester under the category of repeat/substitute/improvement/overload courses.*

*A student can also choose to drop a year to clear all the courses in which he/she has earned F grades in the previous years. A student will not be permitted to register for higher-level courses during the year drop.*

*Voluntary year drop will also be taken into account for determining maximum residence.*

## **7.1 Semester credit requirements**

During each semester, students are required to register for a certain number of credits in order to stay in the programme. The student must register in courses offered by various departments to meet the credit requirement. Additionally, courses offered by other institutes via NKN (National Knowledge Network) or other modes as identified by various departments and approved by the Senate may also be credited.

During the I and II semesters (1<sup>st</sup> year) of the core curriculum, a student will register for 19/20 credits in each semester.

The III and IV semesters (2<sup>nd</sup> year) of the core curriculum will have a total of 18/21 credits per semester with 6/7 credits from the chosen pre-major discipline. Up to 3/4 credits will be from courses of other departments as identified by the pre-major

department. For remainder of the credits the student will take Open Electives of his/her choice.

In professional curriculum (3<sup>rd</sup> year onwards), student should register for the credits as specified by their department in each semester. Credits for each course is calculated as follows

Academic Load, AL is defined as follows:

- AL = Lecture (L) + Tutorial (T) + Self Study (SS) + Lab (Lab) + Discussion/Seminar (D)
- Self-Study (SS) includes assignments, reports/term papers. Instructors should ensure that the workload is commensurate with the SS hours allotted.

SS hours are calculated as follows:

$SS = 1.5 * L + 1/3 * Lab$  (for 1<sup>st</sup> and 2<sup>nd</sup> year BS-MS courses)

$SS = 2.5 * L + 1/3 * Lab$  (for professional courses)

- Credits are calculated using academic load, as follows:

Credits = Round off ( $AL/3$ ) (for courses with lecture and/or lab component)

Credits = Round off ( $AL/2.5$ ) (for all other courses, e.g., thesis, seminar, reading courses)

Every department can decide to reduce the academic load of an academically deficient student for selected semesters; however, this should not result in a net registration of less than 12 credits per semester. The student must complete all credits requirements of the programmes within the maximum residence permitted for the programme.

Likewise, every department can also allow an academically sound student (as judged by the concerned DUGC) to take an academic overload, as appropriate.

### ***7.1.1 Provisions for a student on year drop***

- He/she may register for less than the minimum specified load of 12 credits per semester.
- He/she should register for all courses with F grades (as far as possible), if offered, during the year drop.
- He/she will be permitted to register for up to a maximum of 20 credits for grade improvement.
- He/she will not be permitted to register for more than 21 credits in all during a semester.

### ***7.1.2 Provisions for Overload***

- During the 2<sup>nd</sup> year, a maximum overload of 3 credits per semester is permitted.
- From 3<sup>rd</sup> year onwards, per semester, a maximum of 1 overload course will be permitted to students with a CPI > 8.0 and a maximum of 2 overload courses will be permitted to students with CPI > 9.0.
- Students opting for change of 'Major' discipline during 3<sup>rd</sup> year will be permitted to take overload of 2 courses per semester with the approval of DUGC.

## **7.2 Pre-registration**

Every student is required to pre-register for the courses to be credited by him/her during the next semester. Pre-registration will be in accordance with the schedule in the academic calendar. List of courses along with name of instructor(s), tutor(s), credits, pre-requisites, learning

objectives and outline of each course to be offered during next semester will be made available a fortnight before the pre-registration date.

Students who do not complete the pre-registration during the period specified in the academic calendar, for any reason, can complete it during registration upon payment of a prescribed penalty.

### **7.3 Registration Procedure**

The list of courses to be offered in each semester will be displayed on the notice board and/or the webpage of academic affairs. The registration procedure involves:

- Completing the registration form mentioning all courses to be credited in a semester.
- Identifying repeat/substitute/improvement/overload courses during registration, if applicable.
- Payment of fees and clearance of dues, if any.
- Signing of the registration roll in the Office of Academic Affairs.

### **7.4 Late Registration**

If for any compelling reason (e.g., illness), a student is unable to register on the day of registration, he/she can register on or before the last date of late registration specified in the academic calendar upon the payment of the late registration fee.

Even in the event of late registration, the semester fee must be paid on or before the last date specified for fee payment. On the day of late registration, only the late registration fee may be paid.



## **7.5 Repeat Courses**

A student can repeat a course in which he/she has earned an F grade. Such a course is called a repeat course. A student will not be permitted to register for more than two failed courses during a regular semester.

## **7.6 Substitute Courses**

A maximum of two elective courses with 'F' grade can be substituted during the entire course of study. A departmental elective can only be substituted by another departmental elective.

The students will not be permitted to substitute any core/compulsory course.

## **7.7 Improvement Course**

A student can repeat a pass course for grade improvement. Such a course is called an Improvement Course. A student will be permitted to register for a maximum of 8 credits for improvement of grades during the entire course of study.

However, if a student is on a year drop, provisions are outlined in *Provisions for a student on year drop*

## **7.8 Short Module Courses**

In addition to the courses that run for an entire semester, short module courses (of one or two credits) may also be offered. Students will be permitted to register for such courses at the time of registration/pre-registration.

## **7.9 Registration for Higher Level Courses**

During the V and VI semesters (the first year into the 'Major'), students will not be permitted to register for

courses at a level higher than '300'. Students in semesters VII to X (4<sup>th</sup> and 5<sup>th</sup> year) will be permitted to register for higher-level courses, upon fulfilling the pre-requisites.

### **7.10 Add and Drop**

- Elective/Repeat/Substitute/Improvement/Overload courses can be added up to August 20 and January 20 for odd and even semesters, respectively.
- Elective/Repeat/Substitute/Improvement Courses can be dropped up to August 20 and January 20 for odd and even semesters, respectively.
- Overload courses can be dropped by October 31 and March 31 for odd and even semesters, respectively.
- The request to drop the course(s) must be approved by the Instructors-in-charge and the Convener, DUGC of his/her Department.
- Dropping of course(s) should not result in a net registration less than the specified requirements for the class.
- Dated specified for Add/Drop of courses must be strictly adhered to.

Final grades will be assigned for all courses not dropped by a student in a timely fashion, even if she/he does not appear for the examinations.

### **7.11 Registration of an Academically Deficient Student**

An academically deficient student is one who has either not registered or has registered and failed in course(s) of previous semester(s). The registration of such a student may be recommended to DoAA by Convener,

DUGC of the concerned Department in such a manner that as many backlog courses, as possible, are included.

### **7.12 Summer Semester Registration**

A list of short module courses, if offered, during the summer semester, will be announced by the second week of March, every year. Students can register for these courses at the beginning of the summer semester.

### **7.13 Cancellation of Registration**

Registration of a student will be cancelled if he/she fails to register for a given semester by the last date for late registration as mentioned in the academic calendar and consequently he/she may be terminated from the programme.

Semester registration of a student will also stand cancelled, if he/she remains absent for a period of four weeks or more during a semester, without obtaining prior permission from the DoAA. In such a case, he/she may be terminated from the programme.

If a student does not appear for the end-semester examination of all the courses in which he/she is registered, except for medical reasons (duly approved by the authorised Medical Officer of the Institute's Health Center). In such a case, he/she may be terminated from the programme.

#### **Attendance and cancellation of registration in a course:**

All students are advised and encouraged to attend the lectures for a course. Further, instructors can allot weightage for attendance towards the final grade as per the policy outlined in *Evaluation/Assessment section*.

Further, an instructor of a course may intimate the office of Academic Affairs if any student in that course is absent for an extended duration, no later than 7 days after the mid-semester examination. In such case, a student may be de-registered from the course. Proceedings for such cancellation shall be completed no later than one week after the mid-semester recess.

Registration of a student in a course may be cancelled at any stage if it is found that he/she does not meet all the criteria required for that course.

## 8. TEACHING AND EVALUATION

### 8.1 Teaching

- **Medium of Instruction:** Medium of instruction is English.
- **Approval of Courses:** The Senate approves each course along with credits allotted for that course. Only approved courses will be offered in a given semester.
- **List of Courses:** The list of courses offered by a Department is finalized before the pre-registration of each semester by the concerned Head of that Department in consultation with the DUGC. In general, during every semester, no two courses, within or across Departments with overlapping contents (>50%) will be offered. The list of courses to be offered should be submitted to the Office of Academic Affairs two weeks before pre-registration.

- **Conduct of Courses and Examination:** Each course is conducted by the instructor-in-charge with assistance from other instructors and/or tutors, as applicable. The instructor should provide the solution set for the mid and end semester examinations of core courses (100 and 200 level courses) to the students within a maximum of 4 hours of the completion of the examination. The solution set should be displayed on the LHC notice board or sent via email, under intimation to Office of Academic Affairs. The instructor should make it possible for the student to see the graded answer scripts of mid-semester examination and end-semester examination by the last date of the end/mid-semester examination and before assigning the grades.
- **Auditing of Courses:** A student can audit any course in addition to the prescribed academic load with prior permission from the concerned instructor-in-charge. Under this arrangement, the student is simply auditing the course and no grade will be awarded for the same.

## 8.2 Guidelines for the conduct of examinations

In the week prior to commencement of the end-semester examination, quizzes and assignment should not be conducted. However, all lectures and laboratories will be conducted as per schedule. Also, laboratory end-semester examination may be conducted during this period.

- a. **Scheduling of Examinations:** Mid-semester and end-semester examinations time table will be prepared by the Office of Academic Affairs and

circulated to all faculty members and students at least 10 days prior to the start of the examination.

The schedule for examination of core courses must be strictly followed. Also, all examinations (core and professional courses) must be conducted only during the approved examination period.

The scheduling of examination of courses offered through the NKN will be decided by the host Institution and the students will be informed by the Office of Academic Affairs/local instructor as soon as the information is received.

- b. Make-up Examinations:** If a student misses the end-semester examination due to genuine reasons, in one or more than one course, he/she can make a request, personally or by nominating a suitable person, to the Instructor under intimation to DoAA for a make-up examination within a day of missing the scheduled examination. Such a request must be made in writing and submitted to the concerned instructor with a copy to Office of Academic Affairs. If a student is medically unfit, he/she must substantiate it with a certificate from the authorised doctor at the Health Center of the Institute.

Only one make-up examination in lieu of end-semester examination is allowed per course. In case of missing a mid-semester examination, it is totally up to the instructor as to how he/she decides to evaluate the student provided that he/she is satisfied with the reasons given by the student. The instructor can conduct a make-up mid-semester examination or can choose to prorate the student's

performance based on quizzes/assignments/end-semester examination.

- c. Duration of Examinations:** The duration of the mid-semester examination should be 1½ to 2 hours and the end-semester examination should be 2 to 3 hours.

**d. Misconduct during Examination**

All cases of misconduct during examination must be reported to DoAA/Office of Academic Affairs by the instructor/invigilator on the same day via email/hardcopy.

The Instructor-in-charge of the course shall have the power to debar a student from the examination in which he/she is detected to be using unfair means. In cases where cheating/misconduct is detected during the examination, the disciplinary action taken by the instructor will be final and binding. The instructor, however, should inform the student about cheating/misconduct in the examination hall.

In case the cheating is detected after the conclusion of the examination (e.g., during grading), invigilator may initiate disciplinary action which has to be informed to the student concerned and to the Office of Academic Affairs. The case will be referred to the Institute's standing academic disciplinary committee comprising of the following members:

- Dean, Academic Affairs - Convener
- Head of the Department to which the reported student's script belongs, if applicable

- The invigilator reporting the case
- The instructor-in-charge if different from the invigilator
- Assistant Registrar (Academics)
- Special Invitee, if required

in the following events:

1. The offence is of serious nature and the Instructor wants to refer the case to the committee.
2. The Student contests the decision of the instructor/invigilator.

The recommendation for any action, including expulsion of a student from the Institute shall be referred to the Chairperson, Senate for final decision.

**e. Dos and Don'ts During Examinations:**

*Dos*

1. It is mandatory for students to carry their Institute issued Identity card and produce the same to the Invigilators when asked for.
2. Students must take their seats 10 minutes prior to the start of the examination.
3. Students should adhere to the seating arrangement, if any, as specified by the instructor/ invigilator.
4. Once seated students must maintain silence in the examination hall.
5. Students must bring all stationery items that they might require during the examination like pen, pencil, eraser, sharpner, scale, compass, etc.



### ***Don'ts***

1. Students should not chatter, smile, and attempt to communicate with each other either verbally or non-verbally.
2. Students are strictly prohibited from carrying rough paper, book, wallet and calculator (permitted only if the instructor specifies) inside the examination hall. If a student is in possession of any prohibited item, the invigilator is free to assume that the student was cheating during the examination and initiate disciplinary action accordingly.
3. Mobile phones and electronic devices are not allowed in the Lecture Hall Complex (LHC) and classrooms of academic building during examination period. Such items, if found with the student will be confiscated and/or destroyed.
4. Student should not indulge in any act of indiscipline.
5. Students are not permitted to use LHC atrium when exams are going on in classrooms. As soon as your exam is over, they should leave the LHC.

### **8.3 Evaluation/Assessment**

The assessment of students in a course is a continuous process. It is based on their performance in the mid-semester examination, end-semester examination, quizzes, assignments, attendance, and make up examination (if any).

## Weightage for various evaluation components

- a. For the written component, the weightage is as follows:

Course Type	Minimum weightage for written components		Maximum weightage for other components (quizzes/assignments/attendance/term paper/seminar etc.)
	Mid Semester	End Semester	
Core	30%	50%	20%
Professional	20%	30%	30%

For professional courses, no more than 10% weightage should be given to oral examination and attendance.

The weightage for various components and the grading policy (absolute or relative) should be made clear to the students at the beginning of the semester.

- b. If laboratory work is a part of the course, it should be weighted appropriately depending on total credits for the course. For example, in a given course of four credits, if the credits for theory and laboratory parts in the course are in the ratio of 3:1, the final grades for the course should be assigned such that the weightage for the theory and the laboratory part remains 3:1.
- c. Instructor must retain the answer sheets for a minimum of one year before destroying them.

## 8.4 Grading

- (i) **Submission of Grades:** Prior to assigning a final letter grade, the instructor-in-charge of each course must show the answer sheets to the students. The letter grades given by the instructors must reflect the progress of the student based on his/her performance in the mid-semester examination, end-semester examination, quizzes, assignments and regular attendance in the classes. Final grades must be entered online and a signed hardcopy must be submitted to the Office of Academic Affairs before the last date of grade submission as mentioned in academic calendar.
- (ii) **Grades:** There are six letter grades: O, A, B, C, D and F. The letter grades, their descriptions, and their numerical equivalents on a scale of 10-points (called grade point) are as follows:

<b>Grade</b>	<b>Weight (grade point)</b>	<b>Description</b>
O	10	Outstanding
A	10	Excellent
B	8	Good
C	6	Fair
D	4	Pass
F	0	Fail

O grade is intended to recognize and encourage outstanding performance in a class. This grade is to be used sparingly.

In addition, there is an I grade which stands for Incomplete. Besides, these grades, there are two other grades S and X. S stands for Satisfactory and X for Unsatisfactory.

**(iii) Incomplete Grade:** An I (Incomplete) grade in any course may be awarded to a student who has missed the end-semester examination because of some genuine reason, but otherwise has completed all other requirements satisfactorily. An I grade in a course should not be given to a student because he/she has failed in it. An I grade must, however, be converted into a proper letter grade by the instructor-in-charge and should be communicated to the Office of Academic Affairs by the last date for submission of grades for make-up examination, as specified in the academic calendar. If the instructor-in-charge does not intimate the Office of Academic Affairs on time, all the I grades awarded will be automatically converted to F.

**(iv) Satisfactory and Unsatisfactory Grades:** Grades S and X do not carry any numerical weight, and are not used for the computation of SPI/CPI. Grade S implies that the student has earned the credits. Grade X implies that the student has failed in the course and thereby does not earn any credit.

**(v) MS Thesis Grade:** The fifth year is mostly devoted to MS Thesis. Some departments can have courses along with the thesis work during this period. Each student will be allotted a faculty member to supervise his/her thesis work. Additionally, for faculty members on probation, a co-supervisor must also be allotted. If the thesis supervisor is away, a co-supervisor/administrative supervisor may be assigned to the student. The progress of the thesis work will be evaluated on the basis of (a) thesis work carried out by the student, (b) a presentation of the thesis work

by the student to the entire Department. The first component will be evaluated by a three-member committee (proposed by the thesis supervisor of the student) and approved by the DUGC, in each semester. This committee will award marks out of 70. A three-member committee appointed by the Head of the Department will assess the second component and marks will be awarded out of 30. The assessment is based on the thesis, oral presentations during the semesters and defense of the work done in the thesis. A letter grade (O-F) will be assigned based on the total marks obtained in components (a) and (b).

MS Thesis grades shall be given by the last date specified for submission of the grades in each of Semester 9 and 10. An I grade shall not be awarded for non-completion of the thesis except due to illness. An I grade cannot be awarded for non-completion of the thesis due to lack of facilities. In order to encourage the students to register for the Ph.D. programme in the Institute, the work done in the MS Thesis may be considered as part of a doctoral dissertation.

**(vi) Change of Grade already awarded:** A letter grade once awarded shall not be changed, unless a request is made by the course instructor-in-charge and is approved by the Chairperson Senate. Any request for change of grade must be made within six weeks of the start of the next semester with all the relevant records and justifications.

**(vii) Semester Performance Index (SPI):** The Semester Performance Index (SPI) is a weighted average of the grade points earned by a student in all courses

credited and describes his/her academic performance in a semester. It is calculated as follows:

$$\text{SPI} = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

where  $c_i$  = credit for the  $i^{\text{th}}$  course;  $g_i$  = grade point secured by the student. Summation is over all 'n' courses credited by the student in that semester.

**(viii) Cumulative Performance Index (CPI):** The Cumulative Performance Index (CPI) indicates the overall academic performance of a student in all courses registered up to and including the latest completed semester. It is calculated as follows:

$$\text{CPI} = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

Summation is over all the 'n' courses credited by the student in all the completed semesters. Whenever a student is permitted to appear for re-examination in a course, then the new letter grade replaces the old letter grade in the computation of CPI.

**(ix) Grade Report:** The grade report, with details of courses registered and grades obtained, SPI for each semester and the CPI based on the grades of all courses taken up to and including the semester, will be available to the student once the results for that semester are declared officially. One copy of the official grade report for any semester will be available free. Additional copies will be charged. At the end of the programme a transcript will be provided.

- (x) **Withholding of Grades:** The grades of a student can be withheld if he/she has not paid the dues or if there is a case of indiscipline pending against him/her or for any other reason.

## **8.5 Re-examination**

Re-examination will be conducted for all courses in which students have earned an F grade. A new code 'RE' will be introduced in the grade report to indicate that the student has appeared for a re-examination. For the purpose of CPI calculation, re-examination will be treated similar to repeating a course. A grade report will be issued for re-examination as well.

### **a. Re-examination schedule**

The re-examination will be conducted 2 weeks prior to the registration of the first semester of the academic year i.e., around mid-July every year. Students can appear for re-examination in any number of courses. Such students will have to pay the prescribed examination fee. The student should pay the fee online and submit online fee receipt along with re-examination form to the Office of Academic Affairs.

### **b. Grading policy**

If a student registers and appears for re-examination within a period of one year of failing the course, the grades for such students will be assigned as per the grading policy for the original class. All quizzes, mid-semester, assignment and other component scores earned during the regular semester will be retained and only the end-semester score obtained in the re-examination will replace

the original end-semester score to award the grade. For students appearing re-examination after one year, only the re-examination scores will be used to award the final grade and such a grade will be capped at a maximum of 'C'.

If F grade is obtained in the re-examination, it will not be considered for determining the criteria for substitution.

## **8.6 Inadequate Academic Performance**

The academic performance of each student is reviewed at the end of each semester based on the credits and SPI/CPI earned by him/her at the end of that semester.

**Discontinuation of fellowship:** The monthly fellowship (INSPIRE/KVPY) will be discontinued if the student earns a CPI of  $< 6$  at the end of any semester. The Office of Academic Affairs will intimate his/her parents/guardians about the same. Fellowship will be reinstated once the CPI improves to  $\geq 6$ . Upon reinstatement, no arrears will be paid for the period for which the fellowship was stopped.

The period during which the fellowship was stopped will also be counted for determination of the duration of the fellowship (for example, if a student fellowship was stopped for two semesters, during his/her study and if he/she received the fellowship for eight semesters, the total duration of scholarship will be deemed as five years).

### **Warning and Academic Probation**

- If a student fails to earn a CPI  $\geq 6$  in a semester, his/her fellowship will be stopped and he/she will



be placed on **warning** and a letter of warning will be issued to him/her. A copy of the same will be sent to his/her parents/guardians by the Office of Academic Affairs.

- If a student fails to earn a  $CPI \geq 5$ , he/she will be placed on **academic probation** and his/her parents will be intimated by the Office of Academic Affairs.

The following conditions shall be applicable to students on warning/academic probation:

- a) He/she shall preferably register for all courses during re-examination and regular semester, as per rule, (if the course is being offered) in which the letter grade F is obtained.
- b) He/she shall not hold any official position or represent the Institute in any extra-curricular activities during the period of warning/academic probation.
- c) He/she shall submit an undertaking counter-signed by the parents/guardian, ensuring good academic performance. The proforma for the undertaking is available in the Office of Academic Affairs.
- d) Any other terms and conditions laid down by the Senate.

### **Termination**

Any student whose CPI is less than 3 any time after the end of the 1<sup>st</sup> year will be terminated from the programme. Further, a student may also be terminated from his/her programme due to misconduct or other reasons as recommended by the Senate.

## **Appeal against Termination**

A student whose programme is terminated may appeal to the Chairperson, Senate, for re-instatement in the programme. In cases of termination due to inadequate academic performance, the student should clearly explain causes for the poor performance, including why those causes will not adversely affect his/her performance in future. The Senate shall take a final decision after considering all the available inputs. However, the Senate may not entertain any further appeal(s) for review unless substantial additional information is brought to its notice. Appeals against termination for reinstatement may not be entertained after a period specified in the termination letter.

## **9. LEAVE OF ABSENCE**

Application for leave of absence should be addressed to the DoAA and submitted to the Office of Academic Affairs with a medical certificate, if applicable. Leave taken beyond the entitlement (approved or otherwise) will result in loss of scholarship and/or penalty.

In no case, can the student be on leave without prior approval. If a student is on leave without prior approval it will be treated as unauthorised absence and can attract disciplinary action.

### **9.1 Mid-Semester Recess and Vacations**

Undergraduate students are entitled for mid-semester recess and vacations, for the duration specified in the academic calendar.

## **9.2 Short Leave**

Leave of absence during the semester is discouraged for all registered students. However, for genuine reasons, a student may be granted leave of absence during the semester for a maximum of 7 days subject to prior approval.

## **9.3 Medical Leave**

A student is permitted to avail medical leave during a semester for a maximum duration of 15 days upon submission of medical certificate (hand delivered through a representative or email/hardcopy) to Office of Academic Affairs. A student who remains on authorized leave of absence due to ill health is required to submit a certificate of fitness by a registered medical practitioner prior to resuming the semester. If a student has to be away for more than 15 working days even due to medical reasons he/she may have to drop a semester.

## **9.4 Semester Leave**

A student is not normally allowed to withdraw from the academic programme temporarily and is expected to finish his/her studies without any break. However, for genuine reasons and/or under exceptional circumstances, a student may be allowed to withdraw temporarily at the discretion of Chairperson, Senate for an extended period. Such an application of temporary withdrawal must be supported by proper documentation and should be endorsed by the parents/guardians. A student who has been granted temporary withdrawal from the Institute under the above provisions will be required to pay the token

registration fees and other statutory fees/charges for the intervening period till such time as his/her name is borne on the roll list. Such leave of absence shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme. During the entire duration of his/her leave, no fellowship will be awarded in any form irrespective of the CPI.

## **9.5 Academic Leave**

Students in the fifth year of the BS-MS programme can be allowed to avail the academic leave for carrying out project/research work outside the Institute. Such leave will only be granted upon recommendation/approval by the concerned department. However, departments are advised to critically evaluate the requirements for graduation of the concerned student before recommending/approving his/her leave.

## **10. MANDATORY REQUIREMENTS FOR GRADUATION**

### **10.1 Minimum Residence and Maximum Duration**

The minimum residence and maximum duration requirements for the BS-MS (Dual Degree) programme are 10 semesters (5 years) and 14 semesters (7 years), respectively.

The duration of INSPIRE/KVPY fellowship is as per the funding agency norms. Currently, the maximum duration for both fellowships is 5 years.

## **10.2 Academic Requirements**

A student is required to complete successfully all the courses of the curriculum prescribed for his/her programme and should obtain a minimum CPI of 5.

## **10.3 Provisions for Relaxation**

The Senate may grant relaxation in the prescribed minimum/maximum residence and/or academic requirements to a student in view of the work done by him/her in the Institute or elsewhere, to the extent considered appropriate according to the merit of the case.

## **11. GRADUATION AND AWARD OF DEGREES**

Upon the successful completion of the following requirements a student is deemed eligible for the award of the BS-MS (Dual Degree):

- Has completed a minimum residence of 5 years (and no more than 7 years) from admission to the programme.
- Has completed all the credit requirements (core, professional, elective and laboratory work etc.) specified by the Department, he/she is majoring in.
- Has earned a minimum CPI of 5.0 in addition to the credit requirements of the Department.
- Has no F grade in all courses registered for.
- Has paid all the dues to the Institute, as applicable.
- Has no case of indiscipline pending against him/her.

Upon completion of the graduation requirements and fulfilling the requirement for participation in the

Convocation, the student will be awarded his/her degree during the convocation.

Procedurally, the Office of Academic Affairs, upon the completion of every semester, will compile the grades obtained by students registered for various courses. These grades and the list of students eligible for award of degrees will be placed before the Senate for its due consideration. The Senate after considering the proposal shall recommend to the BoG, for its further necessary approval, the list of candidates for award of degrees at the next Convocation of the Institute.

However, during the academic session, from time-to-time, provisional degrees are issued by the DoAA. A list of provisional degrees issued to the students between two Convocations is placed for necessary consideration and ratification by the Senate/BoG prior to the Convocation of the Institute, each time, for the award of degrees.

Under exceptional circumstances, where gross violation of the graduation requirements, falsification/misrepresentation of facts pertaining to eligibility to the programme and/or any misconduct (such as tampering with the grade report/transcript) is detected at a later stage, the BoG upon the recommendation of the Senate, may withdraw a degree that is already awarded.

## **12. PRIZES AND MEDALS**

### **12.1 CNR Rao Foundation Prize**

The Institute encourages and rewards academic excellence exhibited by its students. To this end, BS-

MS dual degree students are awarded with Professor C.N.R. Rao Education Foundation Prize, bi-annual award with a certificate and prize amount of Rs. 5000/- per semester, is given to the highest CPI scorer of the first year (I and II semester).

## **12.2 Medals**

### **12.2.1 President's Gold Medal**

This medal is awarded for the best academic performance in the graduating class amongst all disciplines of the BS-MS (Dual Degree) programme. Students with a  $CPI \geq 8$  (excluding the MS Thesis credits) and no F grade in any course during the entire programme can be shortlisted for this medal. Amongst the shortlisted students, the student with the highest CPI score, on completion of the programme will be awarded a President's Gold Medal. In the event of a tie, the student with the maximum number of O grades will be awarded the medal. If there is a tie in O grades the student with the maximum number of A grades will be awarded the medal, and so on.

### **12.2.2 Director's Gold Medal**

This medal is awarded for outstanding all-round achievement and leadership in the graduating class amongst all disciplines of the BS-MS (Dual Degree) Programme. Students from all disciplines with  $CPI \geq 8$  and no F grade in any course during the entire programme will be considered for the award of this medal. These students will be ranked based on their CPI beginning with the highest. The maximum number of shortlisted candidates, chosen by rank (beginning

from the first), will be no more than 5% of the graduating class.

The Director's Gold Medal winner will be chosen by the Senate Scholarship and Prized Committee based on the following methodology. All students considered for the medal will be scored out of 100. 40% credit will be awarded based on the CPI, another 40% credit will be based on participation in student activities (co-curricular, extra-curricular and sports) as assessed by the DoSA. The remaining 20% credit will be awarded based on student activities within the Department as assessed by the Student's HoD. The student with the highest score will be awarded the medal. In the event of a tie, the student with the maximum number of O grades will be awarded the medal. If there is a tie in O grades the student with the maximum number of A grades will be awarded the medal, and so on.

### **12.2.3 Proficiency Medals**

These medals are awarded for the best academic performance in each discipline of the BS-MS (Dual Degree) programme. Currently, there will be four proficiency medals one each for Biological Sciences, Chemistry, Mathematics, and Physics (Proficiency medal for new disciplines will be instituted as and when the first batch of students from that batch graduates). For each discipline, students with a  $CPI \geq 8$  and no F grade in any course during the entire programme can be shortlisted for this medal. Amongst the shortlisted students, the student with the highest CPI in a given discipline on completion of the programme will be awarded a proficiency medal in that discipline. In the event of a tie, the student with the



maximum number of O grades will be awarded the medal. If there is a tie in O grades the student with the maximum number of A grades will be awarded the medal, and so on.

### **13. EXIT OPTION WITH BS ONLY**

The Institute provides a BS only exit option, at the end of 5 years from admission to the BS-MS (Dual Degree) programme to predominantly cater to academically deficient students. However, all students can exercise this option provided they meet the criteria for award of the BS degree. Students can earn a BS degree only in a 'Major' discipline. He/she will not be awarded a 'Minor'.

The following guidelines will be followed to implement the exit option:

#### **13.1 Identification of academically deficient students who do not have the potential to complete the BS-MS (Dual Degree) in 7 years**

The academic performance of all BS-MS students will be reviewed at the end of 8<sup>th</sup> semester. Students who have earned 120 course credits (course work and lab) with  $CPI \geq 5$  and having F grade in no more than a total of 24 credits will be allowed to register for the MS Thesis in the 9<sup>th</sup> semester. All other students (i.e. those who have earned course credits less than 120 or having  $CPI < 5$  or F grade in more than a total of 24 credits) will be identified as academically deficient and these students will not be allowed to register for MS Thesis following the end of 8<sup>th</sup> semester review.

## **13.2 Minimum requirements for award of the BS degree**

Upon the successful completion of the following requirements a student is deemed eligible for the award of the BS degree alone:

1. Has completed a minimum residence of 5 years (and no more than 7 years) from admission to the BS-MS (Dual Degree) Programme.
2. Has earned a minimum of 144\* credits earned from course and laboratory work.
3. Has registered and cleared all core courses and mandatory professional courses of his/her 'Major' discipline.
4. Has a minimum CPI of 5.0 in the 144 credits mentioned in above 2.
5. Has no F grade in all courses registered for.

\* minimum of 120 credits at the end of eight semester + 12 credits each during the ninth and tenth semester yielding a total of 144 credits in 5 years.

### **13.2.1 Additional Provisions**

- If a student requires less than 12 credits in any semester (after the completion of 4 years) to achieve the 144 credit requirement for BS ('Major') degree, he/she may be allowed to register for less than 12 credits in a semester and still be considered a full time student.
- If student achieves the minimum requirements for award of BS degree at the end of an odd semester (after the completion of 5 years), he/she will be awarded the degree in the following convocation.

### **13.3 BS-MS option for the students identified as academically deficient (as per 13.1)**

If an academically deficient student meets the requirements to earn BS degree latest by the end of year 6 from the time of admission to the BS-MS (Dual Degree) [i.e. minimum 144 course credits with CPI  $\geq$  5.0.] he/she may be allowed to register for MS Thesis to complete BS-MS in the following years (upto a maximum of the start of year 7). The student should complete all course and MS Thesis requirements specified for BS-MS (Dual Degree). However, under no circumstances a student can leave with the BS degree before 5 years. This decision will be made on a case-by-case by the DoAA in consultation with DUGC Convener/Head of the Department in which the student will 'Major' which will be finally approved by the Chairperson Senate.

### **13.4 Exit option with BS degree alone for students who are not academically deficient**

The students who are not academically deficient can adopt this exit option upon the fulfilment of the following criteria:

1. Has completed a minimum residence of 5 years (and no more than 7 years) from admission to the BS-MS (Dual Degree) Programme.
2. Completion of the minimum requirements for the award of BS degree (i.e. minimum 144 course credits with CPI  $\geq$  5.0 and no F grade in all courses registered for, at the end of year 5)
3. Exercising an option not to register for MS Thesis at the end of eighth semester

#### **14. LATERAL ADMISSION TO THE Ph.D. PROGRAMME AT THE INSTITUTE**

BS-MS (Dual Degree) students can be admitted to the Ph.D. programme in accordance with the following guidelines:

- Students who have completed four years of BS-MS (Dual Degree) programme at IISER Bhopal
  - With an aggregate  $CPI \geq 8$  at the end of eighth semester, and
  - With a  $CPI \geq 8$  in their 'Major' subject (Biological Sciences, Chemical Engineering, Chemistry, Earth and Environmental Sciences, Electrical Engineering and Computer Science, Mathematics and Physics) at the end of the eighth semester will be eligible to apply for lateral admission to the Ph.D. programme upon receiving the BS-MS (Dual Degree).

In addition to the above, individual Departments may impose additional requirements (e.g., minimum grade that should be obtained in professional courses of that particular discipline chosen by the concerned student).

- There can be additional Departmental screening in the form of interview(s). The timing of conducting this screening/selection process is left to the discretion of individual Departments.
- The Departments will intimate the list of selected candidates to the Office of Academic Affairs on or before the end of mid-semester break of the tenth semester of that particular batch.
- Candidates should fulfil all the requirements for admission to the Ph.D. programme, as mentioned in their offer letters.

- The candidates admitted to the Ph.D. programme through this mode of entry should complete a minimum of 16 credits through course-work within the first two semesters of the programme.
- The protocol for allotting a guide will be decided by individual Departments.
- Financial support shall commence from the date of registration to the Ph.D. programme and the support shall be at par with that given to Institute fellows. However, if a lateral entry student chooses to commence his research work following the completion of the BS-MS programme, he/she shall be paid the stipend as per the prescribed rules, for the duration of his stay prior to registration. A limited paid leave of 2 and half days per month will be available to the students during this period.  
Each Department shall send a list of lateral entry students eligible for stipend along with the duration the academic office within two weeks of Ph.D. registration.
- Each Department should preferably limit the intake of Ph.D. students through this mode to around 30%. Thus, depending on the number of sanctioned Ph.D. positions, each Department should declare the number of positions available for lateral admission that year.
- The eligibility/ selection criteria for admission to Ph.D. by lateral entry and the number of approved positions available every year, in each department will be communicated to all students from time to time or as and when necessary.

Note: INSPIRE Scholar having secured minimum 65% marks in aggregate or equivalent CGPA at MSc or Integrated MS/MSc course are eligible to apply for IINSPIRE Fellowship for Ph.D. programme. Thus, all students selected for lateral entry Ph.D. programme of IISER Bhopal are encouraged to apply for INSPIRE Fellowship to DST.

## **15. STUDENTS' GRIEVANCES REDRESSAL COMMITTEE (SGRC)**

Students can submit duly signed hard copy of the grievance regarding teaching standards and related matters to Convenor, SGRC (Dean, Faculty Affairs).

The Committee shall conduct enquiry into such complaints, as and when received and shall submit its report to the Chairperson, Senate.

## **16. CODE OF CONDUCT**

Each student should conduct himself/herself in such a manner as appropriate to a student of a reputed Institute. Further, he/she should not indulge in such an act that may bring disrepute to the Institute. He/she is expected to show courtesy and respect to teachers, administrators, officers and employees of the Institute. He/she is expected to be courteous to visitors of the Institute, residents of the campus and maintain good neighbourly relations with fellow students.

A student who behaves with lack of courtesy and decorum, indulges in unbecoming activities (both inside and outside the Institute), causes wilful damage

and/or removal of Institute property or belongings of fellow students, disturbs others in their studies, adopts unfair means during examinations, breaches rules and regulations of the Institute, behaves in an unseemly fashion will be considered to be in violation of the code of conduct for students. Strong disciplinary actions will be taken against him/her.

### **16.1 Disciplinary Action and Related Matters**

Disciplinary action will be taken against a student who violates the code of conduct. Disciplinary action includes punishment such as: reprimand, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute.

All violations of code of conduct can be referred to the disciplinary committee for suitable action.

The recommendation for any action, including expulsion of a student from the Institute shall be referred to the Senate, after consent of DoAA for its final decision.

A student, however, may appeal to the Chairperson, Senate stating clearly the case and explaining his/her position, and seeking reconsideration of the decision, made by the disciplinary committee.

The Senate may not recommend a student, who is found guilty of some major offence, to the Board of Governors for the award of a degree even if he/she has satisfactorily completed all the academic requirements.

All the major acts of indiscipline, which may have serious repercussion on the general body of students, and/or which may warrant a uniform as well as more formalized nature of investigation, shall be forwarded to the Standing Committee appointed by the Board of Governors, consists of the following *ex-officio* and other members:

- DoAA (Ex-officio Chairperson)
- Warden-In-charge of the hostel (Ex-officio Member)
- DOSA (Ex-officio Member)
- UG Student representative of Senate (Ex-officio Member)
- Assistant Registrar, Academic Affairs (Ex-officio Member Secretary)

Besides these members, the Chairperson may invite any other person(s) to be associated with the proceedings of a particular case, if his/her participation is considered necessary in disposing off the matter.

## **17. PROVISIONS FOR AMENDMENTS**

Notwithstanding anything contained in this manual, the Senate of the Indian Institute of Science Education and Research Bhopal reserves the right to modify/amend without notices the curricula, requirements, and rules pertaining to its undergraduate programmes.



## SCHOLARSHIPS

Students admitted to IISER Bhopal for a five year BS-MS (Dual Degree) programme through KVPY channel are eligible for award of scholarship from KVPY. In addition, a limited number of students admitted through JEE Advanced and SCB channel are eligible to receive INSPIRE scholarship as per the rules prescribed by DST.

At any given point of time, a student will be allowed to draw scholarship from only one source (national or international)

### **INSPIRE–SHE Scholarship**

1. For students admitted to the BS MS program at the Institute, except those receiving the KVPY scholarship, a limited number of scholarships is available from the INSPIRE-SHE program. The amount of scholarship is Rs. 5,000/- per month, which will be transferred to the student's bank account.
2. In addition, INSPIRE program also gives to each student Rs. 20,000 as mentorship grant. The guidelines for use of mentorship grant are given below. More details on the scholarship are available at [www.inspire-dst.gov.in/scholarship.html](http://www.inspire-dst.gov.in/scholarship.html)
3. Continuation of Scholarship
  - a. For continuation of INSPIRE Scholarship, the scholar shall (i) pass in all subjects and (ii) secure minimum 6.0 CPI on a 10.0 point scale in each academic year, failing which the scholarship for the next academic year will not be paid.
  - b. If a student has failed or could not attend the annual/any of the semester examination(s) in that year, the INSPIRE Scholarship for the next academic year will not be paid.

- c. The scholarship will be restored (only prospectively), if the scholar's academic performance raises above the threshold prescribed by INSPIRE.

### **KVPY Scholarship**

1. IISER Bhopal will disburse scholarship for KVPY students as admissible under KVPY rules (<http://www.kvpy.iisc.ernet.in>)
2. Activation and Annual renewal of scholarship is entirely the responsibility of the student. The Institute will give the desired certification for submission of these forms. Scholarship will be continued in the subsequent academic year only on receipt of proof of submission of renewal form to KVPY.
3. The contingency grant for KVPY students will be transferred to the students directly from KVPY Office, IISc, Bengaluru. The contingency grant should be spent by the students as per KVPY rules and the Institute does not take any responsibility for meeting any type of expenses related to project/internship.
4. Continuation of Scholarship
  - a. Fellowship will be continued (only prospectively) if the fellow passes all the subjects and obtains CPI of 6.0 on a 10.0 point scale (5.0 for SC/ST/PWD) in the subsequent years,
  - b. Students who fail to secure this will forfeit the fellowship. However, in the subsequent year, if they get a CPI of 6.0 on a 10.0 point scale (5.0 for SC/ST/PWD), the fellowship will be renewed from that year.
  - c. In addition to the above, participation and satisfactory performance in the Summer Camp in the

first year and Summer project every year thereafter is required for renewal of the fellowship.

### **General Criteria for INSPIRE and KVPY Scholarship**

1. Students passed by clearing back papers (re-examination) in a particular year will not be considered for scholarship.
2. The maximum tenure for payment of scholarship will be five years from the date of admission or completion of degree whichever is earlier.
3. Students who discontinue from the program and take admission again, are not eligible for the scholarship.
4. Director will be the Appellate Authority for redressal of any grievances in respect of scholarship and his/her decision will be final.

### **Utilization of Mentorship Grant**

1. As per the rules of INSPIRE or KVPY, mentorship grant can be carried over until the completion of the tenure of scholarship.
2. In the case of students whose scholarship is discontinued in between or in the final year, the accumulated amount in mentorship grant can be reimbursed for eligible purposes on a pro rata basis, up to a maximum, based on the number of semesters for which scholarship was received.
3. To carry out project abroad, the journey must be approved by Director prior to the journey.

The above rules are liable to change as per the instructions of the funding agency/Institute.

*Office of Academic Affairs*

**Indian Institute of Science Education and Research Bhopal**

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