

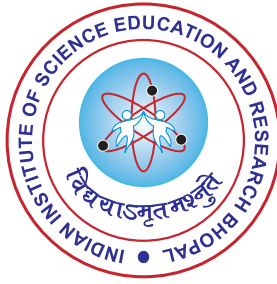
Ph.D. Programme Manual



**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 Ph.D. 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 Doctor of Philosophy (Ph.D.) programmes in various disciplines. The Ph.D. Programme is offered to students who have acquired a Master's degree.

The Ph.D. programme is currently offered in the following Departments:

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

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 The Department Postgraduate Committee (DPGC)

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 DPGC 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 DPGC should not be a retiring member. The constitution of the DPGC 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 DPGC

- 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).
- DPGC will monitor the performance of every Ph.D. student and whenever a student falls below the desired requirements of the 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 DPGC 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 DPGCs.

2.4 The 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 FELLOWSHIP

Admission to the Ph.D. programme in various Departments is managed by the Office of Academic Affairs. Currently, students are admitted to the Ph.D. programme, twice a year in August and in January. Admission to the Ph.D. programme is advertised by the Office of Academic Affairs, in consultation with the Departments, between March and April for August session, and between September and October for January session.

Students are required to pay the necessary tuition and hostel fees before the date of joining. Students should submit all the original and valid documents (relevant degree certificate, marks sheet, passing certificate of national qualifying examination and migration certificate) at the time of admission for verification.

Students who have successfully qualified national level exams such as CSIR-JRF/DBT/UGC/NBHM or equivalent can avail their fellowship from the respective agencies. Such students should start the process of activating their fellowship immediately after joining IISER Bhopal by submission of the completed and relevant forms for the granting agency through the Institute. Students must submit all relevant papers and documents to the Academic Office within 15 days from the date of admission.

Students admitted through GATE/JEST/JGEEBILS etc. i.e., who do not have their own source of fellowship are eligible to receive assistantship through Institute.

Every student needs to fulfill all academic criteria set by IISER Bhopal at each stage of the Ph.D. Program for continuation of the fellowship.

Institute Assistantship and Fellowship

The amount and duration of the assistantship/fellowship will be in accordance with the funding agency guidelines, in vogue.

Current emoluments admissible to Ph.D. students, are available on Institute's website.

Some financial assistantship in the form of research assistantships may also be available from sponsored research projects.

All Ph.D. students (receiving Institute assistantship or External fellowship) are expected to devote up to eight hours per week towards job(s) assigned to them by respective Department.

If a student receiving Institute assistantship qualifies to receive external funding at any time during the programme, the total duration of his fellowship will be as decided by the funding agency.

3.1 Eligibility

Students admitted to the Ph.D. programme must have M.Sc./M.Tech. Degree with a minimum of 60% marks or Cumulative Grade Point Average/Cumulative Performance Index (CGPA/CPI) 7.0 in a 10 point scale. Under special circumstances, exceptionally bright students with B.Tech./B.E/B.S. (4 year) degree are also considered for admission.

Students should have also qualified a national level entrance test such as: GATE/NET/DBT/JEST/ICMAR (or any other national level examination) and will be selected through an interview process.

The number of seats available for admission to each Department is decided by the Senate from time-to-time.

Lateral Entry 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.

3.2 Admission Procedure

Prospective students must apply for admission following advertisements along with the required documents, to the DoAA.

Applicants will be selected for admission to the Ph.D. programme by the concerned Departmental Selection Committee, comprising of faculty members of the Department, duly constituted by the Head of the Department. The Chairperson, Senate/DoAA will approve the admission.

Selection of applicants for admission to the Ph.D. programme will be based on a written test and/or oral interview of the short-listed candidates. SC/ST candidates will be interviewed first and will not be compared with general category candidates.

Selected candidates, who have fulfilled all the requirements for admission, but cannot produce a proof of having passed and securing the minimum specified

qualifying marks, or proof of clearing the qualifying examination, may be considered for provisional admission. However, such students will have to produce the required documents by the last date for document submission in the academic calendar (generally 8 weeks from the date of registration), failing which their provisional admission will be cancelled. 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 ask him/her to leave the Institute at any stage of his/her career on grounds of unsatisfactory academic performance, irregular attendance in classes, or indiscipline.

On approval, the Office of Academic Affairs will issue admission offer letters to the selected students. The selected students will be required to accept the offer of admission by depositing the prescribed fee before the specified date.

In case a student does not accept the offer by paying the prescribed fee by the specified date, his/her admission stands cancelled and admission offer may be made to students in the waitlist, if any, in order of merit.

The offer of admission may also stand withdrawn if a student who has accepted the offer fails to register by the date of late registration.

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 a format prescribed at the time of admission.

3.4 Admission for Reserved Seats

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

1. Scheduled Caste (SC) and Scheduled Tribe (ST) Candidates

The reservation of seats for SC and ST categories are 15% and 7.5%, respectively. Candidates belonging to SC/ST categories will be required to produce the original caste/tribe certificate issued by a competent authority in the prescribed format during admission.

2. Other Backward Class (OBC) Candidates (Not belonging to creamy layer)

For candidates belonging to OBC (Non creamy layer) category, 27% seats are reserved. Those belonging to the creamy layer of OBC are not entitled for reservation. The OBC candidates (non-creamy layer) will be required to produce original OBC (Non Creamy Layer) certificate issued not earlier than a year by a competent authority in the prescribed format at the time of counseling and admission.

3. Physically Disabled (PD) Candidates

For candidates belonging to Physically Disabled (PD) category, 3% of seats in every category are reserved (horizontal reservation). For any category of disability (viz. locomotors, visual, cerebral palsy, speech, and/or hearing), candidates are required to produce the original medical certificate both at the time of counseling and at the time of admission to the Institute. In case of any dispute in establishing physical disability 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. CURRICULUM

Ph.D. programme consists of courses and research work. The course structure, credits and contents are detailed in the ‘Course Contents’ is available online on Institute’s website. Printed copies are available on request, and can be collected from the Office of Academic Affairs.

6. REGISTRATION

Every student is required to register in each semester for the courses/research 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. 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.

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

6.1 Academic Load

A semester load is defined as equivalent to 16 credits. It could be either course work, or research work or a combination of course work and research work. One research workload carries 4 credits. Most courses carry 4 credits, while a few courses may carry less or more credits. Thus, a student who has registered for a full semester load solely by course work is expected to attend 4 such four-credit courses. A student registered for a full semester load solely by research work is

expected to register for 4 units of research work. Under exceptional circumstances, the Senate may permit a student to register for a maximum of 20 credits or minimum of 12 credits.

After fulfillment of a total minimum credit requirement of 96 credits, a Ph.D. student may be allowed to register for a minimum of 4 credits per semester until the completion of the program (subject to a maximum of 7 years from the date of admission into Ph.D.) to be considered as a full time student.

6.2 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.

6.3 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:

1. Completing the registration form mentioning all courses to be credited in a semester.

2. Identifying repeat/substitute/improvement/overload courses during registration, if applicable.
3. Payment of fees and clearance of dues, if any.
4. Signing of the registration roll in the Office of Academic Affairs.

6.4 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.

6.5 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.

6.6 Substitute Courses

A maximum of two courses with 'F' grade can be substituted during the entire course of study.

6.7 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.

6.8 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.

6.9 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, DPGC of his/her Department.
- Dropping of course(s) should not result in a net registration of less than 16 credits.
- 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.

6.10 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.

7. TEACHING AND EVALUATION

7.1 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 DPGC. 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 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.

7.2 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.

- 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. Do's 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.

7.3 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	
Professional Courses	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.

7.4 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:

Grade	Weight (grade point)	Description
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) Ph.D. thesis work grades: A student earns four credits for each Ph.D. thesis unit he/she has registered. Thesis supervisor will monitor the progress towards thesis credits during every semester and assign the student a letter grade of ‘S’ or ‘X’. For e.g. a student registered for 16 research credits in a semester may be awarded any one of the following grade combinations: SSSS, SSSX, SSXX, SXXX or XXXX. If a student is on leave for part of a semester or submits his/her thesis in the middle of the semester, the DoAA may reduce his/her research credits.

(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^{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.

7.5 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.

Warning

A warning will be issued to a Ph.D. student if he/she earns 2 or more 'X' grades in a semester.

Termination

A student may be terminated from the Ph.D. programme under the following circumstances:

1. CPI is below 7.0.
2. Has earned two 'F' grades in the same or different courses.
3. Has earned 8 'X' grades in research work.
4. Has earned 6 or more 'X' grades in research work in two consecutive semesters.
5. Is unable to qualify the comprehensive exam in two attempts or within four registered semesters.

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.

Academic Probation

A student will be placed on 'Academic Probation' if his academic program is reinstated by Chairperson, Senate based on the recommendations.

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 as laid down by the Senate.

8. MANDATORY REQUIREMENTS

8.1 Minimum Residence and Maximum Duration

Minimum residency requirement for submission of thesis is 3 years (out of which 1.5 years is for research work). The registration of a student will automatically be cancelled if he/she does not submit the thesis within 7 years of joining the program. Under exceptional circumstances, the period of residency can be extended beyond 7 years with the approval of Chairperson, Senate on the recommendation of Convener, DPGC and DoAA.

8.2 Academic Requirements

The Ph.D. programme comprises of course work and research work. The aim of the course work is to strengthen the fundamental understanding in the subject and to prepare them for conducting research work.

Ph.D. students will have to register for course work comprising a minimum of 16 to 24 credits. Every Department should permit the student to register for courses outside the Department, if recommended by the thesis supervisor, for a maximum of 8 of the 16/24 credits. For students who have completed their masters from reputed institutes such as IISERs, IITs etc., the Convener DPGC of the concerned Department can

recommend an exemption of maximum 8 credits from this requirement, based on advanced (500/600 level) courses taken during BS-MS (Dual Degree)/master's programme. Such exemptions will be granted only if a student has registered for courses over and above the minimum requirements for the award of BS-MS (Dual Degree)/Master's. Such an exemption will be done only upon the approval of DoAA.

Ph.D. students will also have to register for a minimum of 40 research credits. Ph.D. students should register for a total minimum of 96 credits (coursework and research work).

Besides the above-mentioned minimum requirements, a Department may prescribe some additional credits of courses/thesis work approved by the Senate.

Some courses can be reading courses under the guidance of faculty members at IISER Bhopal. Such courses have to be approved by the Senate.

The Senate may also allow Ph.D. students to credit courses in other academic Institutions.

Students conducting a part of their research work at other academic institutions may seek residence and research credits for the time spent outside. However, such work must be carried out under the guidance of IISER Bhopal faculty and his/her thesis supervisor will evaluate the progress of this work. Prior to undertaking work outside IISER Bhopal, the student must obtain consent from the DPGC and approval from DoAA.

8.3 Provisions for Relaxation

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.

8.4 Assignment of Thesis Supervisor

A Ph.D. research supervisor will be assigned to every student at an appropriate time in the programme, as decided by individual Departments. The following guidelines will be followed in assigning research supervisor(s):

1. A student shall not normally have more than two supervisors at any given time.
2. Thesis supervisor of a student will normally be appointed from amongst the faculty members at IISER Bhopal in accordance with the guidelines of each Department. In general, supervisor(s) can be chosen any time before completing the course work. Criteria used for assigning thesis supervisor(s) include students' preference for a research area, his/her performance in the interview, and performance in course work at IISER Bhopal.
3. Under special circumstances the Senate may allow a scientist/faculty member from another academic Institution to be a co-supervisor.
4. The assignment or change of supervisor(s) of a student must be intimated to the Office of Academic Affairs. Addition or change of

supervisor is not allowed once the thesis is submitted. In case a supervisor of a Ph.D. student is change/added, the student cannot submit his/her thesis until after six months of the change.

5. If the thesis supervisor is a faculty member on probation (at assistant professor or new joiner at associate professor and professor level), the DPGC will appoint a co-supervisor, who is a confirmed faculty member. Once the services of the primary supervisor are confirmed by the Institute, the co-supervisor will be relieved.

8.5 Assignment of Alternate Thesis Supervisor

For Ph.D. students who are assigned to only one supervisor the criteria for assigning alternate supervisors under specific circumstances are as follows:

1. If the supervisor of the Ph.D. student is away on long leave, the DPGC will appoint a new supervisor or a co-supervisor, in consultation with the supervisor of the Ph.D. student. In case, the supervisor of a Ph.D. student goes on short leave, the DPGC will appoint an administrative supervisor to fulfil various formalities.
2. In the event that a thesis supervisor proposes to go on leave when a Ph.D. student has completed all research work and is only writing his/her thesis, the DPGC may appoint an administrative supervisor. This supervisor will take care of all formalities like submission of thesis, suggesting a list of examiners and conducting the oral examinations.

3. If the thesis supervisor of a Ph.D. student retires, resigns, or otherwise ceases to be a faculty member of the Institute, the DPGC will appoint a new supervisor or co-supervisor.

8.6 Comprehensive Examination

1. All students must pass a comprehensive examination designed to test the overall comprehension of the student in the various subjects. A student can appear in the comprehensive examination only after he/she has completed the course requirements and satisfied the minimum specified CPI requirement.
2. Students admitted to the Ph.D. programme should complete their course requirements along with the comprehensive examination within a period of four registered semesters from the date of admission to the programme.
3. The comprehensive examination will be either oral or written, or a combination of both as detailed in the guidelines of individual Departments, duly approved by the Senate.
4. The Comprehensive Examination Board will consist of at least three but not more than five faculty members of the student's Department and one faculty member from outside the Department. Constitution of the board will be proposed by the thesis supervisor (DPGC, if supervisor is not yet assigned) and will be forwarded by the DPGC for the approval of the DoAA. The thesis supervisor of the student, if already assigned, will be the

convener of the board else convener, DPGC will be the convener of the board.

5. Although no grades are assigned for the comprehensive examination, students are required to pass the same. A student will be considered to have passed the comprehensive examination if all except at the most one member of the board are satisfied with student's performance in the examination. The report of the comprehensive examination must be sent to the DoAA within 8 weeks of the date of approval of the board.
6. When a student has not passed the comprehensive examination in his/her first attempt, a second comprehensive examination will be conducted by the same board that was constituted earlier unless otherwise approved by the Chairperson, Senate on the recommendation of the DPGC and the DoAA. A student will not be allowed to appear in the comprehensive examination more than twice. A student not qualifying the comprehensive exam in two attempts or within four registered semesters will be terminated from the programme.

8.7 Candidacy for the Ph.D. Degree

A student enrolled in the Ph.D. programme is formally admitted to the candidacy for the Ph.D. degree after he/she has completed the course requirements for the degree with at least the minimum required CPI, and has passed the comprehensive examination. Only such students who are admitted to the candidacy will be allowed to submit Ph.D. thesis.

8.8 Graduate Seminar

Every student who has been admitted to the candidacy for Ph.D. degree will have to present a seminar covering recent developments or an advanced topic in his/her area of research within six months of qualifying the comprehensive examination. A satisfactory completion report has to be submitted to the DoAA through the thesis supervisor and Convener DPGC.

8.9 Open Seminar

Prior to submitting his/her Ph.D. thesis, a student must present a seminar on his/her thesis work to an audience consisting of faculty members and students of the Institute. A notice of the open seminar must be displayed 7 days in advance. A copy of the notice should be submitted to the Office of Academic Affairs. General Public is also permitted to attend the Open Seminar. The student may incorporate comments/criticism obtained from the audience in his/her thesis.

The thesis can be submitted only after satisfactorily presenting the Open Seminar. A satisfactory completion report has to be submitted to the DoAA through the thesis supervisor and Convener DPGC.

The maximum time duration for the submission of the thesis after the delivery of the open seminar will be six months. In exceptional circumstances, the students may seek an extension of up to three months with proper justification. However, if the thesis is not submitted within the desired period including the extension, the open seminar already delivered will stand cancelled and the student will be required to give

a fresh open seminar before he/she submits his/her thesis.

8.10 Ph.D. Thesis Evaluation Board

The thesis will be evaluated by a board. The board, approved by the Chairperson, Senate, shall consist of two members in addition to the thesis supervisor(s). Members of the board should be very well recognized in the field and should be from other Institutes/Universities/Research Organizations.

The procedure for constitution of the 'Thesis Evaluation Board' is as follows:

1. The list of thesis examiners should be proposed at most 4 weeks before the submission of the Ph.D. thesis.
2. The research supervisor of the student should propose a list of 10 examiners (including himself/herself, with contact details including email, fax, telephone number and postal address) to the Office of Academic Affairs. A hardcopy and softcopy of the synopsis should also be submitted along with the list of examiners.
3. The Chairperson, Senate, in consultation with the Chairperson, IAAC and DoAA will select the names of the thesis examiners from the list provided by the supervisor to constitute the thesis evaluation board. The Chairperson, Senate may add examiners and/or ask for an additional list of examiners, if required. In case the Chairperson, Senate is the thesis supervisor, then the thesis evaluation board will be constituted by the

Chairperson, IAAC and DoAA. In case the DoAA is the thesis supervisor, then the Chairperson, Senate will constitute the thesis evaluation board, in consultation with the Convener, DPGC.

4. Chairperson, IAAC and DoAA will send a copy of the synopsis to each member of the thesis evaluation board for obtaining their consent to act as thesis examiners. If no consent is obtained within four weeks, the Chairperson, IAAC and DoAA will communicate with other examiners in the list (as approved by the Chairperson, Senate), and this exercise will continue until adequate number of examiners have consented. In rare circumstances, the Chairperson, IAAC and DoAA may request another list of suggested examiners from the thesis supervisor, in case the original list is exhausted, and adequate number of examiners is not found.
5. After consent is obtained from the examiners, a copy of the thesis (soft bound hardcopy/softcopy depending upon the preference of the examiner) is sent to each examiner. Such a copy of the thesis, must be submitted to the Office of Academic Affairs within 4 weeks of the submission of the list of examiners. The preference of the thesis examiner for a soft-bound copy/soft copy of the thesis will be communicated to the supervisor as soon as it is known.
6. In case the Chairperson, IAAC and DoAA is the supervisor of the Ph.D. student, the above exercise is carried out by Dean, Faculty Affairs.

7. In all cases, the names of the thesis examiners will be kept confidential till the oral examination. Upon the completion of the evaluation of the Ph.D. thesis, the Office of Academic Affairs will communicate the names of the faculty members of the Institute (if any), as well as, the names of the thesis examiners from outside the Institute who will be a part of the oral board, approved by the Chairperson, Senate, to the thesis supervisor.

8.11 Ph.D. Thesis Evaluation

1. Upon receiving all reports from the thesis evaluation board, the DoAA will place the thesis in one of the following categories in accordance with the nature of recommendations:
 - i. **Category 1:** The examiner has not pointed out any errors and has no corrections/suggestions. The examiner has recommended that the thesis be accepted as is.
 - ii. **Category 2:** The examiner has pointed out only grammatical errors like punctuation, spelling mistakes or language problems. Suggested changes must be incorporated in the thesis to the satisfaction of the oral board.
 - iii. **Category 3:** The examiner points out minor technical mistakes/raises queries/suggests some modifications but does not subject the acceptance of the thesis to the answering of queries/incorporation of suggestions. The student must respond to the queries raised by the examiner and submit the revised thesis to the Office of Academic Affairs through his/her

thesis supervisor. Suggested changes must be incorporated in the thesis to the satisfaction of the oral board.

- iv. **Category 4:** The thesis examiners reject the thesis in its present form and suggest major technical errors, clearly mentioning that the thesis cannot be accepted unless he/she is satisfied with the changes made by the student. In this case, the thesis supervisor(s) will communicate the changes carried out in the thesis, if any, in response to the queries raised by the examiner(s) with a covering note and send it to the examiner through the DoAA with a request to respond within six weeks. If no response is received within the stipulated period, a reminder will be sent and the wait period will be extended by another six weeks. If no response is received even after twelve weeks further action will be initiated.
- v. **Category 5:** The thesis examiners find the thesis unsuitable and reject it. The thesis examiners explicitly mention that this thesis cannot be considered even with major revisions/resubmissions. If one of the examiners rejects the thesis, the matter will be referred to Chairperson, Senate for deciding further course of action. If two or more examiners reject the thesis, the thesis will be rejected. Students receiving such a recommendation will be terminated from their academic programme.

2. Copies of the report along with the category of the thesis (without the identity of the examiner) will be communicated to the thesis supervisor(s).
3. On completion of the process detailed above, the Chairperson, IAAC and DoAA will intimate the concurrence of the Chairperson, Senate, if given, to the supervisor, to initiate the constitution of the oral board. This concurrence of Chairperson, Senate will be given if all the examiners recommend acceptance of the thesis.
4. In case the Chairperson, IAAC and DoAA is the supervisor of the student concerned, the above processing will be done by Dean, Faculty Affairs.

If plagiarism is detected at any stage during the Ph.D. programme or even after award of the degree, disciplinary action including termination from the programme or withdrawal of the degree, as appropriate, will be initiated by the Institute.

8.12 Submission of Evaluated Thesis

Hard bound copies of the Ph.D. thesis can be submitted only after the corrections, if any required by the thesis evaluation board have been incorporated. The thesis supervisor should certify the incorporation of all comments. Copies of the Ph.D. thesis (prepared according to the duly approved format), one for each examiner of the oral board and additional copies as required by Department should be prepared. One copy of the duly signed hard copy of the thesis should be deposited to the Office of the Academic Affairs.

8.13 Ph.D. Oral Board

1. The 'Oral Board' shall consist of four members in addition to the thesis supervisor(s). Of the four, three shall be from among the faculty members of the Institute (including those, if any, on the thesis evaluation board) and one shall be from among the members of the thesis evaluation board from outside the Institute. Of the three members from IISER Bhopal at least one shall be from a Department other than the student's Department. Additionally the Chairperson, Senate will nominate one member from the thesis evaluation board to the oral board.
2. The thesis supervisor(s) will propose the oral board in the prescribed format for the approval of the Chairperson, Senate.
3. The duly approved oral board will be communicated to the thesis supervisor by the Office of Academic Affairs.
4. Thereafter, the thesis supervisor will be responsible for making all necessary arrangements (including travel, accommodation for the external examiner, scheduling, announcing the oral exam and conducting the same) duly completing all formalities and following approved procedures.

8.14 Ph.D. Oral Examination

1. The Ph.D. oral examination will be an open examination. The supervisor will be the convener of the oral board and will fix the date of the oral

examination and intimate the date to the Office of Academic Affairs.

2. If a member of the oral board communicates his/her inability to be present in advance or fails to be present on the specified date and time, the Chairperson, Senate may appoint a substitute in consultation with the thesis supervisor(s), Convener DPGC and the Chairperson, IAAC and DoAA .
3. Each member of the oral board will be given a copy of the thesis along with the reports of the thesis evaluation committee at least one week before the date of the oral examination.
4. The oral board shall
 - (i) examine the thesis reports,
 - (ii) examine if necessary modifications suggested by the thesis examiners have been incorporated,
 - (iii) examine the candidate on questions raised by the thesis evaluation board,
 - (iv) authenticate the work as the student's own,
 - (v) judge if the presentation of the work by the student and the answers to the questions asked have been satisfactory, and
 - (vi) provide a report of the candidate's performance, which will be communicated by the supervisor(s) to the DoAA through the Convener, DPGC and Head of the Department.
5. If all, except at most one member, declare the student as passed, the matter will be referred to the

Chairperson, Senate for a decision on whether or not the student be declared 'passed'.

6. If a candidate has not passed, the oral board will specify whether
 - (i) the candidate may be given another chance to appear in the oral examination and will specify the approximate date for re-examination. The original oral board will conduct the re-examination unless a different oral board is approved by the Chairperson, Senate. In the re-examination, the board will declare whether the student has passed or failed as per the criteria laid down above but will not recommend holding a third oral examination.
 - (ii) the candidate is declared to have failed.
7. On receipt of the report that the student has passed the oral examination, the DoAA will initiate further proceedings for the award of the Ph.D. degree.
8. If the candidate has failed, the matter will be brought to the attention of the Chairperson, Senate for further action.

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 Annual Leave

Ph.D. students are entitled for a maximum of one month of paid leave during an academic year with prior approval of thesis supervisor and DoAA.

Fellow is not entitled to any other vacations. The leave will be treated as part of the fellow's tenure. The leave due can be carried over to the next year, however, not more than 90 days can be accumulated at any time during the tenure, of this not more than 30 days can be availed in a calendar year with stipend and beyond that the leave will be treated as "Leave Without Stipend".

During the first year of fellowship or any uncompleted year, leave may be granted on pro-rata basis. Sanction of leave without stipend may be considered by respective funding agencies under special circumstances.

In case a fellow proceeds on leave before expiry of fellowship tenure, he/she must join back before the expiry of tenure; failing which the tenure will be deemed to have terminated with effect from the date he/she proceeded on leave.

9.2 Leave for Academic Activities

Students will be granted leave, without loss of scholarship for academic activities like attending conferences and conducting field work, provided it is certified by thesis supervisor or Convener, DPGC (if a

supervisor is not allotted). The leave application for this purpose should be submitted to the Office of Academic Affairs. Further, students proceeding on leave for academic activities are expected to be present for registration, examination and all other mandatory activities.

The student should not proceed on leave to visit abroad for attending conferences/seminars etc. without prior approval of the funding agency, well in advance. The entire duration of such foreign visits if funded by any national/international agency, whether partially or fully, would be treated as leave without stipend.

9.3 Maternity Leave

A female student may be granted maternity leave as per Govt. of India norms issued from time to time at full rates of fellowship once during the tenure of their fellowship.

Women fellows with less than two surviving children are entitled to full stipend plus HRA, during the period of absence up to 180 days on grounds of maternity. Such leave shall be sanctioned by the Guide under intimation to funding agencies. The fellowship amount for leave period will be paid after the fellow resumes duty and submits a medical certificate in support of actual confinement. It is expected that the fellow will make up for the research work during the remaining tenure.

9.4 Paternity Leave

A male student with less than two surviving children are entitled for 15 days paternity leave during

confinement of his wife on submission of relevant documentary proof as per Govt. of India norms issued from time to time at full rates of fellowship once during the tenure of their fellowship.

9.5 Leave Until Oral Examination

A student will be granted leave until oral examination after he submits the thesis for evaluation. However, he/she should submit a request to be retained on the Institute's rolls along with the prescribed fee, every semester, while on leave. The student will not receive any fellowship during such period of leave. Such leave cannot be for more than a year.

10. GRADUATION REQUIREMENTS

A student shall be deemed to have completed the graduation requirements, if the student has

- Has completed a minimum residence of 3 years (and no more than 8 years) from admission to the programme.
- Has no F grade in all courses registered for.
- Has qualified the comprehensive exam, admitted to Ph.D. candidacy, presented Graduate, and Open Seminar, submitted Ph.D. thesis and passed the thesis Oral Examination,
- Has completed all specified credit requirements (course and research work).
- Has earned a minimum CPI of 7.0 on a 10.0 point scale in addition to the credit requirements.
- Has satisfied all other requirements specified by the concerned Department, if any,

- Has satisfied all the requirements specified by the Senate and the Ordinances.
- 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.

11. 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.

12. 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.

12.1 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)
- PG 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.

13. 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.

Office of Academic Affairs

Indian Institute of Science Education and Research Bhopal

Bhopal By-pass Road, Bhauri, Bhopal - 462 066

Madhya Pradesh (INDIA)

www.iiserb.ac.in