

PDPM

**Indian Institute of Information Technology,
Design and Manufacturing Jabalpur**

**Manual of Procedures and Guidelines for the
Postgraduate Programmes**

(Amendments incorporated upto December 20, 2012)

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PREAMBLE

The goals of the postgraduate programmes, Master of Technology (M.Tech.), Master of Design (M.Des.) and Doctoral of Philosophy (Ph.D.) at Pandit Dwarka Prasad Mishra Indian Institute of Information Technology, Design & Manufacturing Jabalpur (IIITDMJ) are:

The development of scientific and engineering manpower of the highest quality, to cater to IT driven design and manufacturing needs of the industry and R & D organizations, and to produce manpower to fulfill the growing need of highly qualified faculty members at institutes of higher learning with a broad grasp of the fundamental principles of engineering design and engineering methods, an innovative ability to solve new problems, a capacity to learn continuously and interact with multidisciplinary groups and a deep understanding of the area of specialization. Above all, the students should have a capacity for free and objective enquiry, courage, integrity, awareness and sensitivity to the needs and aspirations of the society.

With these goals in view, the postgraduate programmes at Pandit Dwarka Prasad Mishra Indian Institute of Information Technology, Design and Manufacturing Jabalpur are designed to include courses of study, seminars, thesis and teaching of undergraduate classes through which a student may develop his/her concepts and intellectual skills.

The procedures and requirements stated in this manual embody the philosophy of the postgraduate education and ensure high standards of performance at the Institute. Within this general framework, subject to the approval of the *Senate* the various faculty/disciplines may impose such additional requirements as will serve their particular academic goals.

As per its Memorandum of Association, the Senate of the Institute has constituted Postgraduate Committee of the Senate (PGCS), to administer all aspects of the postgraduate programmes of the Institute.

1. PROGRAMMES AND THE ADMISSION CALENDAR

- 1.1 The Pandit Dwarka Prasad Mishra Indian Institute of Information Technology, Design and Manufacturing Jabalpur, hereafter referred to as the Institute, offers:
- i) *Four-semester Masters programme*, i.e. Master of Technology (M.Tech.) and Master of Design (M.Des.) programmes and
 - ii) *Doctoral of Philosophy (Ph.D.) programmes*
- 1.2 Postgraduate students in the Institute are admitted under the following categories:
- i) Regular,
 - ii) Sponsored,
 - iii) Externally Registered (for Ph.D. only),
 - iv) Quality Improvement Programme (QIP) (for Ph.D. only),
- As program stabilizes and becomes mature, other categories like Self-sponsored, Part-Time and Indian Nationals Residing Abroad [INRA]& Foreign Nationals, and Non-degree students may be considered in future after appropriate discussion in the Senate.
- 1.3 In each postgraduate programme, seats shall be reserved as per prevalent Government of India norms. However, the total number of seats in a given programme of a discipline under the categories of Self-sponsored, Sponsored, Externally Registered, Part-Time and INRA & Foreign Nationals shall not exceed 10% of the total number of approved seats of that discipline.
- 1.4 20% of the seats over and above the existing seats in each discipline can be filled by QIP candidates.
- 1.5 Based on the recommendation of the Senate, the Institute may admit students to its postgraduate programmes in either or both of its regular semesters of an academic session. On behalf of the Senate, the calendar for the schedule of events pertaining to such admissions shall be laid down by the Postgraduate Committee of the Senate [PGCS].
- 1.6 The Institute is essentially a residential one and unless otherwise exempted/permitted, every student shall be required to reside in, and be a boarder of a Hall of residence, to which they are assigned. Married students may be permitted to stay outside the campus as special cases till the married PG accommodations are made available by the Institute.

2. ADMISSIONS

2.1 Eligibility for Admissions

- 2.1.1 Eligibility for Master and Doctoral programmes in a given discipline shall be laid down by the faculty of concerned discipline, which may prescribe further requirement(s) over and above the *specified minimum*. The eligibility criteria for each programme of a discipline

shall require the approval by the PGCS before its implementation. (minimum is specified in para 2.1.3 or 2.1.4 as the case may be)

- 2.1.2 Exceptionally bright students with a through-out excellent academic record including those who are already in the master programme in the institute and has shown outstanding performance in the course work, may be given the *direct admission* into the Doctoral programme on the basis of the eligibility requirements for the admissions in the Master's programme in the same discipline
- 2.1.3 Eligibility for admission to Master's Programme
- a) A minimum of 60 percent marks OR a CPI/CGPA of 6.0 (on the scale of 10.00) shall be required in the qualifying examination (B.Tech./B.Des.or equivalent) as the specified minimum for admission in a master's programme.
- b) For admission to masters program under regular category qualifying marks/certificate in GATE/CEED/ (CSIR/UGC JRF/NET) or equivalent examination conducted at national level will be essential. The candidate should have valid GATE /CEED /UGC JRF.
- c) Relaxation for reserved category as per Govt. of India norms will apply as per section 2.1.5 of the manual
- 2.1.4 Eligibility for admission to Doctoral Programme
- a) A minimum of 65 percent marks OR a CPI/CGPA of 6.5 (on the scale of 10.00) shall be required at the master's level qualifying examination (M.Tech./M.Des./M.Sc., etc.) as the specified minimum for admission in a Ph.D. programme.
- b) Relaxation for reserved category as per Govt. of India norms will apply
- 2.1.5 Candidates belonging to a reserved category, who have obtained the basic qualifying degree, shall be eligible to apply on the basis of a relaxed criteria.

2.2 Admission Procedure – General Aspects

- 2.2.1 Applications for admission in a postgraduate programme, submitted by applying on the prescribed form, shall only be considered.
- 2.2.2 While candidates for a Doctoral programme may apply at any time throughout the year, only those applications for Master's programme shall be considered which have been received before the specified last date for doing the same.
- 2.2.3 All admissions in different postgraduate programmes shall be recommended by the duly constituted selection committees. Such selection committees shall be recommended by the Discipline Head and approved by the Dean Academic.
- 2.2.4 Admissions to different Master level programmes may be recommended solely on the basis of the performance in the qualifying examination (refer para 2.1.3) and valid GATE/CEED score of the candidate(s) from among the eligible candidates only having qualifying marks in GATE/CEED . Further, an additional requirement of written test

and/or interview may be administered by the selection committees on the advice of PGCS. However, for admission to the categories other than the regular category, requirement of GATE/ CEED may be waived.

- 2.2.5 Admissions to different Doctoral programmes may be recommended on the basis of the performance in the qualifying examination (refer para 2.1.4) and performance in written test and interview for all categories.
- 2.2.6 Applications of those students who have obtained their qualifying degree from any of the Indian Institutes of Technology (IIT) and PDPM Indian Institute of Information Technology, Design and Manufacturing Jabalpur (PDPM IIITDM Jabalpur) and have obtained a CPI ≥ 8.0 may be considered for direct admission without appearing in GATE.
- 2.2.7 To encourage reserved category candidates to pursue postgraduate degrees, the requirements for their admissions to the postgraduate programme will be set separately as per the guidelines of Govt. of India.
- 2.2.8 Recommendations of the selection committees will be submitted to the Convener PGCS and will require the approval by the Chairperson Senate before offering admission letters to the selected candidates.
- 2.2.9 Applicants receiving the admission letters would be required to accept the offer of admission by paying the prescribed fee on or before the specified last date. In case a candidate does not accept the offer by paying the prescribed fee by the specified last date, the offer of admission may stand withdrawn and will be offered to the candidates in the waiting list, if any, in the order of merit.
- 2.2.10 The offer of admission may also stand withdrawn if the candidate who has accepted the offer by paying his/her fee but fails to register in the programme by the last date of registration.
- 2.2.11 In exceptional cases, a student admitted in the programme, who has paid his/her fee but is unable to register within the *late registration date* due to valid reasons, may request for the *deferred admission*. On the recommendation of the Convener, PGCS, the Chairperson Senate may allow the deferment of admission for the duration not normally exceeding by one semester. However, all cases of *deferred admissions* shall be required to be ratified by the Senate and may stand cancelled otherwise.

2.3 Admission Requirements for Different Categories of Students

2.3.1 Regular Students

Regular students who fulfill the requirements of the eligibility criterion of a discipline, as per Clause 2.1 shall be considered for admission as per Section 2.2.

2.3.2 Sponsored Students

2.3.2.1 Candidates who are employed in reputed R&D establishment/ organization/ company

associated with design and/or manufacturing of engineering products, may apply for the admission in the Masters/Doctoral programme under the category of *sponsored candidates*. On being recommended by the PGCS, the Senate shall approve the list of reputed R&D establishment/ organization/ company associated with design and/or manufacturing of engineering products for the purpose of carrying out Masters or Doctoral research work in a specific area under the sponsored category.

2.3.2.2 Applicants for the admission under the sponsored category will be required to apply through the employer and must fulfill the requirements of the eligibility criterion, as per Clause 2.1.3 or 2.1.4 as the case may be.

2.3.2.3 At the time of applying for admission in Master or Doctoral programme, a *sponsored* candidate must be in the regular employment of the sponsoring organization. In addition, the sponsoring organization must specifically undertake to relieve him/her for the full duration of the programme.

2.3.2.4 Fulfillment of the requirement of valid GATE/CEED score for admission in the Masters programme may be waived for the candidates applying under the category of *sponsored students*. However, such candidates who have not cleared GATE/CEED, if shortlisted, shall be called for the interview and may, in addition, be asked to appear in the written test.

2.3.3 Students under External Registration Programme

2.3.3.1 Senate (PGCS) shall approve a reputed R&D establishment/ organization/ The Senate, on the recommendation of the Post Graduate Committee of the company associated with design and/or manufacturing of engineering products or an academic institute for the purpose of carrying out Doctoral research work in a specific area under the External Registration Programme.

2.3.3.2 Candidates who are on permanent role in an approved establishment/ organization/ company /institute and have served the organization for atleast two years shall be eligible to apply for admission under the category of External Registration Programme. Applications, however, shall be considered only if the candidate submits in writing that he shall work in the specified approved research area only.

2.3.3.3 Candidates are required to provide

- a. Detailed information about the research facilities needed for the work that is available at his establishment / organization/ company/institute.
- b. An undertaking from the concerned competent authority/employer that the same would be available to him for carrying out his research and
- c. The acceptance and the bio-data of preferably more than one prospective supervisor's who would supervise the candidate's Doctoral research work as a co-guide at his establishment/ organization/company/institute.

2.3.3.4 Students in the external registration programme will be required to stay in the campus at

least as long it takes to

- a. complete the course work and pass the comprehensive examination and
- b. get the approval of the Chairperson, Senate on a written proposal (prepared in consultation with his supervisor and co-supervisor) outlining the work proposed to be done in his thesis.

2.3.3.5 Number of seats for admission under the External Registration Programme will not exceed 10% of the total seats for Ph.D. intake in each year, in each discipline and will be over and above the seats for Ph.D. intake under the regular category.

2.3.4 Students under QIP

2.3.4.1 20% of the seats over and above the existing seats in each discipline can be filled by QIP candidates. Eligibility criteria for these candidates will be the same as laid down by central QIP admission committee.

2.3.4.2 Normally, QIP Research Scholar are sponsored by the AICTE for first three years. During this period, they will be considered equivalent to Regular candidates and all the guidelines for regular candidates will be applicable to them. After the completion of three years their registration will be converted to that under External Registration Programme.

2.3.5 Students under Sponsored and Externally Registered category

Seats under the Sponsored category will be 10% of the seats over and above the regular category, in each discipline. In case there are not sufficient number of applications in one of the categories of externally registered / sponsored, the vacant seats may be interchanged between the two categories.

2.3.6 PhD External- Self Supported

2.3.6.1 PhD Scholars in regular category who got a job offer can get relief from the programme as a special case, while keeping their registration alive on payment of a required fees every semester with the consent of thesis supervisor(s), recommended by PGCS and approved by Chairperson Senate if they have completed the following requirements

- a. Minimum residential requirements
- b. Course Works
- c. Comprehensive Examination
- d. First Progress seminar with proper direction of research

2.3.6.2 The candidate should have applied for the job through proper channel (recommended by PhD supervisor(s) and on the approval of Convener, PGCS). The same copy should be enclosed at the time of application.

3. SEMESTER REGISTRATION

- 3.1 Semester registration, as per Institute's academic calendar, shall solely be the responsibility of the student. Allowing for late registration is a prerogative of the Institute.
- 3.2 To ensure that the appropriate unit of courses/thesis are registered for in a given semester, all students, irrespective of the category they belong to, except non-degree students, shall be required to register for all the semesters till the completion of the programme excluding the semester in which they are on an authorized leave from the Institute.
- 3.3 In very exceptional cases based on valid reasons, the Chairperson Senate may permit a student to register beyond the date of late registration. In such a case, the student shall be allowed to register only for credits against the thesis work.
- 3.4 A student who is likely to submit his/her thesis within two weeks of the last date of registration in a given semester need not register himself/herself in that semester.
- 3.5 A new entrant in the postgraduate programme, who is awaiting the results of his/her qualifying examination, shall be allowed to register *provisionally* on submission of a certificate from his/her institution certifying that he/she has appeared in the final of the qualifying examination including all papers in theory, practical, project, oral, etc.
- 3.6 A student in the External Registration Programme must complete the minimum residence requirements, as laid down by Clause 4.2.2, before the beginning of the semester in which he/she wishes to register for his/her thesis credits to be further done at his/her organization.
- 3.7 The registration requirements in a semester are considered to be complete only when the student has
 - a. Submitted the duly signed Academic Registration Form giving details of the course numbers, titles and credits of each registered course including that of the thesis,
 - b. Submitted the documentary evidence that the semester fee and the mess fee has been paid for and outstanding dues, if any, have been cleared,
 - c. Signed in person in the Semester Registration Roll of the Institute.
- 3.8 A student need to preregister for the next semester on the dates specified failing which he will not be able to register.
- 3.9 It is mandatory for all students to physically report on the first day of reporting as laid in the academic calendar, failing which his preregistration will be automatically cancelled. If for some valid reason a student fails to report, he needs to re-register after paying re-registration fees. However, if a student seeks prior

permission to report late on valid grounds, she/he may be allowed by Convener, PGCS without paying the re-registration fees. Re-registration can be done only on the date of late registration as mentioned in the academic calendar.

4. ACADEMIC REQUIREMENTS

4.1 Thesis Supervisor(s)

- 4.1.1 A student shall not normally have more than two supervisors at any given time.
- 4.1.2 Thesis supervisor(s) of a student shall normally be chosen from amongst the faculty members/senior research personnel employed by the Institute. Master's students must join in a thrust area/research group and choose a supervisor from the research group.
- 4.1.3 Master's as well as Doctoral candidates can either (a) register for four courses and choose a supervisor before the registration of second semester or (b) choose a supervisor at the time of joining the institute.
- 4.1.4 All selected students shall be assigned tentatively to research supervisor(s) at the time of selection by the selection committee. However, a Doctoral (Ph.D.) student may opt to find a supervisor at the end of the first semester, if he/ she so desires. Discipline will form an advisory committee in such case(s).
- 4.1.5 On the recommendation of the faculty/discipline and approval of the Chairperson Senate, a student may have a co-supervisor from outside the Institute in exceptional cases.
- 4.1.6 All selected Research Scholars shall be assigned tentatively a Research Progress Committee (RPC) from the date of admission to monitor progress of the student throughout his Ph.D. programme. A Research Scholar may opt to select a supervisor from the beginning of the Ph.D. programme on the recommendation of RPC. However, a Doctoral (Ph.D.) student may opt to find a supervisor at the end of the first semester, if he/ she so desires. RPC will monitor the progress of the student in such case(s).
- 4.1.7 If a student's supervisor proceeds on long leave, resigns/retires or otherwise ceases to be a faculty member of the institute, the supervisor has the responsibility to appoint a co-supervisor or a supervisor in consultation with the student. Nevertheless, in such a case, the supervisor is required to get approval from the Convener PGCS. In this case the number of supervisors may be more than two if an external supervisor already exists. In this case the entire responsibility of the student lies with co-supervisor or the new supervisor, as the case may be.

- 4.1.8 In exceptional cases, a student may be permitted to change supervisor/ co-supervisor on recommendation of RPC after obtaining the consent of
- i. the present supervisor/co-supervisor and
 - ii. the proposed supervisor/co-supervisor.

In such case, if the research programme and/or area of work requires modification, the student's entire course programme requirement shall be examined by RPC and if needed student has to do course work as suggested by RPC. Final approval in such change will be given by the Dean Academic.

- 4.1.9 At any given time, the number of Research Scholars working under a faculty should not exceed total load of four. For the load calculation,
- i. If a student is under sole supervision of a faculty, it will be counted as load of one unit
 - ii. If a student is under supervision of two or more faculty members, it will be counted as load of half (0.5) unit.

- 4.1.10 At any given time, the number of Masters students working under a faculty should not exceed total load of five. For the load calculation,
- i. If a student is under sole supervision of a faculty, it will be counted as load of one unit
 - ii. If a student is under supervision of two or more faculty members, it will be counted as load of half (0.5) unit.

- 4.1.11 In exceptional circumstances, prior approval is required from the Chairperson, Senate with due recommendation giving justification by the Dean Academic.

4.2 **Minimum Credit Requirements**

- 4.2.1 All students of the postgraduate programme are required to earn a minimum number of credits by doing
- i. course work and
 - ii. thesis research work before submitting their thesis.
- 4.2.2 Minimum requirements for successfully completing the postgraduate programme:

	M.Tech.	M.Des.	Ph.D. [after M.Tech./ME]	Ph.D. [after B.Tech/BE]
Minimum total number of credits	70	72	74	106
Minimum number of credits through the course work	24	36	16	40
Minimum number of credits through Graduate/Progress Seminar	04	04	06	06
Credits through Teaching Work*	--	--	02	02
Credits through Summer Internship	-	02	-	-
Minimum number of credits through thesis research	28	16	32	32
Minimum number of courses to be cleared	06¹	09¹	04¹	10¹
Minimum courses from the discipline	03	03	3	Nil

¹May include maximum two undergraduate course(s) with the permission of PGCS on the recommendation of discipline.

- 4.2.3 It is mandatory for all PG students to credit course on “*Professional Communication Skills*” of 2 credits. Students will get S or X in the course.
- 4.2.4 Courses for Research Scholars in other foreign languages such as Japanese, German or French, will be run as per the availability of foreign language teachers on audit basis.
- 4.2.5 On being recommended by his/her thesis supervisor, the PGCS may grant an exemption up to 50% of the minimum credit course requirement for a student who has partially completed such or similar programme at another reputed institute, recognized by the Institute.
- 4.2.6 No student is allowed to register in a semester for credits less than 16. However in exceptional cases, PGCS may allow a student to register for credits not less than 12.
- 4.2.7 Most postgraduate level lecture courses offered by the Institute carry 4 credits while a few of them carry 2 - 5 credits respectively. Thus, a student, who wishes to register for the full Academic Load in a semester solely by the course work, shall be required to register for a minimum of 4 courses running for the full semester, i.e. 14 weeks OR equivalent number of courses of shorter duration. The normal load of a student in a semester varies from 16 credits to 20 credits.
- 4.2.8 In exceptional cases, students with $CPI \geq 8.0$ may be allowed to register for up to 24 credits in a given semester, provided Clause 4.4 is not violated.

- 4.2.9 For selecting the courses to be registered in a semester, the student shall be advised by his/her thesis supervisor. In case no supervisor is selected, RPC will help the student in courses to be registered.
- 4.2.10 If a student wishes to register for credits against doing the thesis work in the first semester itself, it shall be mandatory for him/her to have his/her thesis supervisor(s) appointed at the time of the registration. Thesis can be registered for in a semester in terms of units of 4 credits each. Thus, depending on the number of lecture courses registered for by a student in a given semester, he/she can register for 4, 8, 12 or 16 credits of thesis.
- 4.2.11 *Graduate Seminar* and *Progress Seminar* carry 2 credits each and are required to be registered by all Master's and Doctoral students respectively in different semesters of their programmes. Guidelines for (a) delivering graduate seminar (by Master students) and Progress Seminar (by Doctoral students) and (b) evaluating the performance of a student in the same, shall be framed by the concerned faculty of the discipline and approved by PGCS.
- 4.2.12 All Master's students shall be required to earn a minimum of 4 credits against *Graduate Seminar I and II* by registering themselves in any two semesters from the second semester onwards of their programme.
- 4.2.13 All Doctoral students shall be required to earn a minimum of 6 credits against *Progress Seminar I, II and III* by registering themselves in any three semesters of their programme after successfully completing the comprehensive examination.
- 4.2.14 All Doctoral students shall be required to earn a minimum of 2 credits against *Teaching Work* by registering themselves in any two semesters of their programme after successfully completing the comprehensive examination. For credits through teaching work, student will be assigned a teaching assignment and a faculty mentor by the Head, of the Discipline. The teaching assignment will be evaluated by that faculty.
- 4.3 **Electives in Modular Form (EMF)**
- 4.3.1 Institute curriculum for the postgraduate program has the provision of Professional Electives and Open Electives. The Institute may offer these electives in the format of a full course (40-42 Lecture hours) or Electives in Modular Formats (EMFs).
- 4.3.2 The duration of an EMF shall be of 10–12 lecture hours. Four EMFs will be equivalent to one Normal Elective Course. Each of the EMF will have a weightage of 1 credit. Postgraduate students may opt for EMFs against electives by registering for the equivalent number of EMFs with the consent of the thesis supervisor(s).
- 4.3.3 Regular faculty members, Guest/Adjunct faculty and professionals working in the industry/ R&D Organizations and Labs who wish to offer an EMF shall be required to propose, at least the lecture-wise schedule of the course, if not the written notes

for the same at the time of the course proposal. Course contents of all EMFs shall require a formal approval by the Senate. The curriculum vitae of the proposed Instructor In-charge shall also be a part of the proposal for an EMF for its approval.

- 4.3.4 Students registered in a given EMF will be provided the Lecture Notes of the concerned course during the period of its running.
- 4.3.5 Running of EMFs shall be coordinated by the PGCS. The PGCS shall announce all EMFs running in a semester.
- 4.3.6 Barring the scheduled examination period, EMFs may run for any duration of the semester in which they are offered. Efforts shall be made to ensure that they are offered in two or more parts and only in very specific cases, it will be run in contiguous manner. However, (i) the Title and the Course Number, (ii) Dates of Lectures, (iii) the Course Content and (iv) the Name of the Instructor(s), for them shall be compulsorily announced at the time of the Semester Registration.
- 4.3.7 Students registered in an EMF shall be graded on the basis of marks obtained in assignments, one or more quiz, final examination and regularity of attendance. The Instructor will announce at the beginning of the course the break-up of marks for regularity of attendance, assignments, quizzes, exam, etc. Grading shall be done by the Instructor and submit it to the Convener, PGCS or its nominee.

4.4 **Minimum and Maximum Requirements of (i) Residence and (ii) Programme Completion**

- 4.4.1 The minimum residence duration in the Institute for all students, shall be of 4 semesters for both Master's and Doctoral programmes. The minimum residence for Doctoral students directly admitted to Ph.D. programme after B.Tech., shall be of 6 semesters.
- 4.4.2 Students in the external registration programme will be required to stay in the campus at least as long it takes to
 - i. complete the course work and pass the comprehensive examination and
 - ii. get the approval of the Chairperson, Senate on a written proposal (prepared in consultation with his supervisor and co-supervisor) outlining the work proposed to be done in his thesis.
- 4.4.3 The maximum duration under which the Masters programme is to be completed, irrespective of the category of the student, shall be 4 years
- 4.4.4 The maximum duration under which the Doctoral programme is to be completed, irrespective of the category of the student, shall be 6 years.

4.5 **Adding and Dropping of Courses**

- 4.5.1 Adding and/or dropping of courses after the registration is permitted only if the request of the student is accepted by the instructor of the course and is endorsed by

his/her registration advisor/thesis supervisor. However, the adding and dropping of courses must be done within the last dates specified for them in the *Academic Calendar* of the Institute.

- 4.5.2 A student may be required to drop a course at any stage of a semester if it is established that (a) the prerequisites for the same have not been fulfilled and/or (b) there exists a time-table clash thus not permitting the student to attend all the lectures/tutorials/lab sessions associated with the course.
- 4.5.3 On valid medical reasons of serious sickness over a considerable time period in the semester, endorsed by doctor(s) authorized by the Institute, a student may be allowed to withdraw from one or more courses during the semester. However, in such a case, the reduced semester load shall not be allowed to be lower than the minimum semester load.

4.6 **Auditing of Courses**

- 4.6.1 The Institute encourages extra learning by auditing for additional number of courses. However, auditing of course(s) is permitted only after a student has satisfactorily completed/ registered for minimum credit of the course work.
- 4.6.2 Adding of an audit course is permitted only up to the last date of adding of courses, as given in the Institute's *Academic Calendar*. Dropping of an audit course, however, can be done at any time of the semester by filing a formal application for the same through the thesis supervisor.
- 4.6.3 Grades when obtained B or above for courses registered for as audit courses shall be displayed on the Grade Sheet of the student for the semester (See clauses 4.7.1). Grades, when below B and above F will be displayed as S grade. Grades, when F, the course will not be displayed on the grade sheet. However, the grades obtained in courses registered as audit courses shall not be counted for the calculation of the Semester Performance Index (SPI) or the Cumulative Performance Index (CPI).

4.7 **Grades and Performance Indices**

- 4.7.1 For the purpose of indicating the relative performance of a Master's student in a given course, the Institute awards letter grades in each course it offers for its students. These letter grades, along with their *correspondence points* on 10 points-scale are given below:

A+ = 10, A = 9.0, B+ = 8.0, B = 7.0, C+ = 6.0,
C = 5.0, D+ = 4.0, D = 3.0, F = 2

However, for Doctoral students in a given credit course, the Institute awards the following letter grades:

A = 10, B = 8.0, C = 6.0, D = 4.0, F = 2

where the letter grade F indicates that the students has failed in a given course.

- 4.7.2 If, due to genuine reasons, a student does not complete all the requirements of a credit course within the specified time period, the Instructor may award I grade (incomplete). However, the instructor shall be required to convert an I grade to the proper letter grade on or before the last date for such a conversion, as specified in the *Academic Calendar*, failing which it shall automatically be converted to F grade.
- 4.7.3 The grade S implies *satisfactory performance* and the grade X implies *unsatisfactory performance*. Both S and X grades have no correspondence points. Similarly, grade W implies waiver in a given course.
- 4.7.4 The course mentioned as Thesis and Teaching Work is not awarded any letter grade but is given as *satisfactory* (S) or *unsatisfactory* (X).
- 4.7.5 At the end of each semester, thesis supervisor(s) of a student registered with him/her/them shall assess the progress made towards the thesis work and shall award either S (*satisfactory*) or X (*unsatisfactory*) for every 4 credits of thesis registered for. A student registered for 16 credits of thesis in a semester can get one of the following five combinations: SSSS, SSSX, SSXX, SXXX, XXXX.
- 4.7.6 At the end of each semester, faculty member(s) with whom a student is associated as Teaching Assistant shall assess his/her performance towards the teaching work and shall award either S (*satisfactory*) or X (*unsatisfactory*) grade. A student associated with 'n' number of courses as Teaching Assistant in the entire tenure of his/her programme should secure a minimum of 0.75n S grades (i.e. 75% of the grades secured for teaching work should at least be S) in his/her entire programme to earn 2 credits of teaching work in order to fulfill minimum requirement for his/her degree.
- 4.7.7 If a student is on leave for a part of the semester OR submits his/her thesis in the middle of a semester, his/her thesis credits shall be reduced appropriately in a proportionate manner.
- 4.7.8 The courses *Graduate Seminar* and *Progress Seminar* carry 2 credits and shall be awarded letter grades.
- 4.7.9 The Semester Performance Index (SPI) of a student is an indicator of his/her overall academic performance in all the courses he/she registers for during the semester, is computed as follows:

$$SPI = \frac{C_1 G_1 + C_2 G_2 + C_3 G_3 + \dots}{C_1 + C_2 + C_3 + \dots}$$

where G_1, G_2 are the letter grades in courses of credits $C_1, C_2 \dots$ respectively.

4.7.10 While calculating the SPI, courses (i) with S and X grades and (ii) registered as audit courses are not counted.

4.7.11 The Cumulative Performance Index (CPI) indicates the cumulative academic performance of a student in all the courses taken including those taken in the last semester.

4.8 **Comprehensive Examination of Doctoral Students**

4.8.1 Students registered in the Doctoral programme must pass a Comprehensive Examination designed to test the overall comprehension of the student in various subjects relevant for his/her field of specialization. A student can appear in the Comprehensive Examination only after he/she has completed the minimum course requirements and satisfied the minimum specified CPI requirement.

4.8.2 Students may appear in the Comprehensive Examination at the earliest at the end of the first semester but latest by the end of fourth semester from the admission and registration in the Doctoral programme. The above time limits are exclusive of the period of sanctioned leave, if any.

4.8.3 The Comprehensive Examination shall be conducted as written and oral as per policy of the discipline approved by the PGCS.

4.8.4 The Comprehensive Examination Board of a Doctoral student shall consist of

- i. At least three but not more than five faculty members from the discipline of the student including his/her supervisor (s) and
- ii. At least one faculty member from a different discipline.

In consultation with the thesis supervisor(s) the constitution of the Board shall be recommended by the discipline and shall require approval of Convener of the PGCS. The thesis supervisor of the student shall be the Convener of the Comprehensive Examination Board.

4.8.5 A student shall be considered to have passed the Comprehensive Examination if all members of the Board, except at the most one member, are satisfied with student's performance in the examination. The convener of the Comprehensive Examination Board shall be responsible to send the report of the Comprehensive Examination to the Convener, PGCS within eight weeks of the date of *approval* of the Board.

4.8.6 If a student fails in the Comprehensive Examination in his/her first attempt, a second Comprehensive Examination shall be conducted by the same Board that was constituted earlier unless otherwise changed by Convener of the PGCS on the recommendation of the DPGC. A student shall be recommended for termination if he/she fails to pass the Comprehensive Examination even after two attempts. All such cases shall be brought to the notice of the Senate.

4.9 **Examination/ Assessment of Courses**

- 4.9.1 The evaluation of the students in a course will be a continuous process and shall be based on their performance in end semester written examination (three hours duration), one mid semester written examination (one hour duration) and a minimum of two assessments in the form of quizzes / short test/ assignments / seminars/ course projects.
- 4.9.2 Course based on EMF (Electives in Modular Form) shall be evaluated on the basis of marks obtained in the final examination and atleast one of the assessments in the form of assignments/quizzes/tests/seminars.
- 4.9.3 The instructor will announce the modes of evaluation and distribution of weightage for each of the assessments at the beginning of the course at his/ her web page.
- 4.9.4 Every academic staff will maintain a course web page for each course that she/he is teaching in thatsemester. Course web page must have the following contents –
- i. Course outlineand contents, text and reference books
 - ii. Grading pattern/ assessment pattern including number of quizzes/ assessments/ tests/ projects and the weightageattached to each along with the weightage to mid semester and end semesterexamination
 - iii. lecture notes/ lecture slides/ links to the course text books, reference books, if possible
 - iv. upload assignments / project titles and details /quizzes / mid semester question paper / end semester question paper as and when these are over and also examination papers of previous years, sample or practiceproblems.
- 4.9.5 At the end of the semester academic staff will submit a course file comprising of the course outline and contents, lecture schedule and questions papers/ assignments/ quizzes, etc. to the office of the academic affairs.
- 4.9.6 End semester examination is mandatory and will cover the full syllabus of the course. The weightage for end semester examination should be 30 to 50%.
- 4.9.7 Makeup for any absence from mid semester/ test/ quizzes will be at the discretion of the Instructor. Instructor needs to be convinced that the reasons for absence are genuine.
- 4.9.8 Large departure from recommended mode needs prior approval from the Dean Academic.
- #### 4.10 **Attendance**
- 4.10.1 A course of a student will be dropped if the student fails to secure a minimum 75% of attendance in the total classes / labs held in that course. Student will be, marked 'X' grade in the grade sheet in such a case.

4.10.2 In special circumstances, a relaxation may be permitted to the student in attendance, upto 60 % by the Chairperson, Academic Senate on medical grounds. The medical certificate produced by the student must be approved by the Institute doctor.

4.10.3 Course instructor will maintain the attendance record regularly and inform the students who fail to satisfy the criterion of 75% of attendance in each month through the course web page / general (written) notice.

4.11 Candidacy for the Degree

4.11.1 A student enrolled in the Master's programme is formally admitted to the candidacy for the Master's degree after he/she has completed the minimum credit requirements for the degree by completing the minimum credit requirements of each of the following

- i. Course work
- ii. Graduate seminars and
- iii. Thesis work,

with at least the minimum required CPI, as stipulated in Section 4.13.1.

Only such students who are admitted to the candidacy shall be allowed to submit their Master's theses in accordance with the guidelines laid down in section 4.13.1.

4.11.2 A student enrolled in the Doctoral programme is formally admitted to the candidacy for the Doctoral degree after he/she has completed the minimum credit requirements for the degree by

a) completing the minimum credit requirements of each of the following:

- i. Course work
- ii. Teaching work
- iii. Progress Seminars and
- iv. Thesis work

and

b) has passed the comprehensive examination, with at least the minimum required CPI, as stipulated in section 4.13.2.

Only such students who are admitted to the candidacy shall be allowed to submit their Doctoral theses in accordance with the guidelines laid down in section 4.13.2.

4.12 Open Seminar by Doctoral Students

4.12.1 Before proceeding to finalize the thesis, each Doctoral student shall be required to deliver an Open Seminar. The seminar, which will be delivered to the faculty and students of the concerned discipline(s), shall deal with research work done by the

Doctoral candidate with the objective of obtaining comments and criticism, if any, which may be incorporated in his/her thesis before its submission.

- 4.12.2 The thesis supervisor/ programme coordinator shall constitute a committee for open seminar. The committee shall comprise of
- i. The thesis supervisor(s)/ programme coordinator of the student;
 - ii. One faculty member from the discipline of the candidate other than thesis supervisor(s)/ programme coordinator;
 - iii. One nominee of the convener PGCS.

The thesis supervisor/programme coordinator shall act as the Convener of the committee.

- 4.12.3 A notice of the Open Seminar, along with the title of the thesis topic, shall be displayed by the thesis supervisor(s) at least four days in advance of the Open Seminar.

- 4.12.4 The intimation that the Open Seminar has been satisfactorily given by the candidate shall be communicated to the Convener on the prescribed format, PGCS by the thesis supervisor(s) of the student.

- 4.12.5 A Doctoral thesis can be submitted only after satisfactorily giving the Open Seminar.

4.13 **Submission of Thesis and Oral Examination**

4.13.1 Master's Thesis

- 4.13.1.1 For Master's degree, the thesis supervisor(s)/ PGPC shall communicate a list of outside experts through the Convener PGCS for its approval by the Chairperson Senate. The thesis will be sent to one of the recommended members as per the order of preference as decided by the Chairperson Senate. The selected expert should be the part of the Thesis Defense Board. At the same time, thesis supervisor/ programme coordinator may request for the constitution of the Thesis Defense Board for the approval by Chairperson Senate, at least two weeks in advance of the likely date of the Defense Examination

- 4.13.1.2 The Thesis Defense Board shall comprise of
- i. The thesis supervisor(s)/ programme coordinator of the student;
 - ii. At least one faculty member from the discipline of the candidate other than thesis supervisor(s)/ programme coordinator;
 - iii. One faculty member of the Institute but not from the discipline of the candidate;
 - iv. One expert from outside the Institute but from within the country.

The thesis supervisor/programme coordinator shall act as the Convener of the Thesis Defense Board.

- 4.13.1.3 The student shall be required to submit
- i. Two hard copies of the Synopsis of approximately 250 words along with a soft copy of the same;
 - ii. Unbound copies of the thesis report, one for each examiner of the Thesis Defense Board, in the Academic Section.

The Academic Section shall arrange so that the copies of the thesis reach to the respective members of the Board at least two weeks before the defense of the thesis.

- 4.13.1.4 After receiving of acceptance of the thesis for defense from all members of the board, the thesis supervisor(s)/ PGPC shall announce the date of the thesis defense after discussion with members of the board and intimate the academic section about the same at least one weeks before the scheduled date.
- 4.13.1.5 It shall be the responsibility of the Convener, PGCS and the academic section that the name of the external member of the Thesis Evaluation Board is kept confidential till successful evaluation of the thesis of the candidate.
- 4.13.1.6 The defense of a thesis shall be required to be necessarily conducted within four months from the date of thesis submission. If the concerned student fails to appear for the defense within this period, his/ her programme would be deemed to have been terminated. Request for the reinstatement in the programme by such a student, if made to the Chairperson Senate, may be considered by the Senate. In case the Senate accepts the request it shall also specify the requirements to be subsequently fulfilled by the student for the award of the degree.
- 4.13.1.7 The Thesis Defense Board shall (a) evaluate the thesis and (b) conduct the defense of the student. The Convener of the Board shall send a report of the examination, on the prescribed format, to the Academic Section.
- 4.13.1.8 A Master's thesis shall be considered to have been accepted only if all members of the Thesis Defense Board recommend its acceptance. A thesis, which is not accepted, may be considered to have been rejected.
- 4.13.1.9 If a thesis is rejected along with a recommendation for resubmission after incorporating any modifications/ corrections suggested by the Thesis Defense Board, defense of the re-submitted thesis shall be conducted by the originally constituted Board, unless a different Board is approved by the Chairperson Senate. If the re-submitted thesis is also rejected, the matter shall be reported to the Senate for an appropriate action.
- 4.13.1.10 After the thesis has been accepted, the student shall be required to submit a soft copy of the thesis to library along with the abstract and hard copy of the same along with a report from the thesis supervisor(s)/ programme coordinator authenticating that all the suggestions of the Thesis Defense Board have been

incorporated in the revised copy.

4.13.1.11 Acceptance of the thesis shall be reported to the Senate for approval.

4.13.2 Doctoral Thesis

4.13.2.1 After a student is formally admitted to the candidacy of the Doctoral degree, the Thesis Evaluation Board for the student shall be constituted by the Chairperson Senate comprising of (i) the thesis supervisor(s)/ programme coordinator and (ii) three more experts in the field with at least one of them from within India.

4.13.2.2 For the purpose of constituting the Thesis Evaluation Board, the thesis supervisor(s)/programme coordinator of the student shall submit to the Chairperson Senate

- i. Adequate number of copies of Thesis Synopsis, prepared as per the format prescribed by PGCS;
- ii. A list of names of tentative examiners along with their designations and addresses, in addition to the names of thesis supervisor(s)/ programme coordinator, with at least three extra names over and above the required minimum number of members for the Thesis Evaluation Board.

4.13.2.3 The proposal for the constitution of the Thesis Evaluation Board shall be proposed at the most 4 weeks before the submission of the thesis and after successfully completion of open seminar.

4.13.2.4 The Chairperson Senate, in consultation with the Convener, PGCS, shall select the members of the Thesis Evaluation Board from the proposed list. If considered necessary, the Chairperson Senate may require additional names of experts to be submitted. In case Convener, PGCS himself/herself happens to be the supervisor of the student concerned, the Chairperson Senate may consult other faculty member(s) for the purpose of constituting the Thesis Evaluation Board.

4.13.2.5 After the Thesis Evaluation Board has been constituted, the Convener, PGCS shall send a letter to each member of the Board enclosing a copy of the synopsis and requesting him/her to serve as an examiner for the thesis. If anyone of the examiners refuses or no response is received within eight weeks, with a reminder having sent after four weeks, steps shall be taken to appoint another examiner from the suggested list.

4.13.2.6 It shall be the responsibility of the Convener, PGCS and the Academic Section that the names of the members of the Thesis Evaluation Board are kept confidential till successful completion of the thesis defense of the candidate.

4.13.2.7 A candidate shall be allowed to submit his/her Doctoral thesis only after the Thesis Evaluation Board has been duly approved and the intimation of the satisfactory completion of the open seminar has been received by the Academic

Section. The thesis submission will require bound copies of the Doctoral thesis, prepared according to the format prescribed by the PGCS, one for each member of the Board with an additional number for the members of the Thesis Defense Board. The Academic Section shall arrange to send the copies of the thesis to the respective members of the Thesis Evaluation Board.

- 4.13.2.8 Reports of thesis evaluation from the members of the Board, received in the Academic Section of the Institute, shall be placed before the Convener PGCS who shall categorize them in one of the following three categories:

Category I:

If an examiner suggests corrections regarding punctuation, grammar, spelling or language, the report shall be considered of Category I. In such a case, thesis supervisor(s) may use his/her/their discretion regarding incorporation of such suggestions.

Category II:

If an examiner points out typographical errors other than those in (i) above, or minor technical mistakes, raises some queries or suggests modifications but does not imply that the acceptance of the thesis is subject to removal of these defects to the examiner's satisfaction, the report shall be considered Category II. In such a case

- (a) The supervisor shall communicate to the Convener, PGCS the student's response to the queries raised,
- (b) The same shall be incorporated in the thesis to the satisfaction of the Thesis Defense Board, and
- (c) The examiner(s) concerned shall be informed by the Convener PGCS of the changes made on the basis of his/her/ their suggestions.

Category III:

If an examiner raises technical points or suggests modifications which must be answered/ carried out to the examiner's satisfaction before the thesis is accepted the report shall be considered of Category III. In such a case, the supervisor shall communicate to the Convener, PGCS the changes made in the thesis, if any, in response to the examiner's comments along with an explanatory note which will be sent to the examiner with a request to respond within six weeks. If the examiner's response is not received within this period, a reminder shall be sent and if no reply is received within six weeks, further action will be initiated.

- 4.13.2.9 If one of the examiners outright rejects the thesis, the matter shall be referred to the Chairperson Senate for deciding the further course of action. If two or more examiners reject the thesis, the thesis shall be outrightly rejected.

- 4.13.2.10 Copies of the categorized reports, without revealing the identity of the examiners

shall be sent to the thesis supervisor(s).

- 4.13.2.11 On completion of the process detailed above and if all the examiners recommend acceptance of the thesis, the Convener, PGCS shall obtain the concurrence of the Chairperson Senate for the constitution of the Thesis Defense Board and intimate the supervisor(s) with a request to initiate the constitution of the same.
- 4.13.2.12 In case Convener, PGCS himself/ herself happens to be the supervisor of the student concerned, the processing in the above clauses (from clause 4.13.2.5 to 4.13.2.11) shall be done by another faculty member appointed by the Chairperson Senate for the specific purpose.
- 4.13.2.13 On completion of the Doctoral thesis evaluation by the Thesis Evaluation Board, the Academic Section shall send the name(s) of the member(s) of the Thesis Evaluation Board from India to the thesis supervisor(s) so that the same may be intimated about the possible dates for the defense of the Doctoral thesis.
- 4.13.2.14 The Thesis Defense Board, proposed by the thesis supervisor(s)/ programme coordinator through the Convener PGCS and approved by the Chairperson Senate, shall consist of
 - i. The thesis supervisor(s)/ programme coordinator of the student;
 - ii. One of the Indian members of the Thesis Evaluation Board.
 - iii. At least one faculty member from the discipline of the candidate other than thesis supervisor(s)/ programme coordinator;
 - iv. One faculty member of the Institute but not from the discipline of the candidate;
- 4.13.2.15 The Doctoral thesis defense shall be an open examination. The supervisor(s)/ programme coordinator, in consultation with the student and members of the Thesis Defense Board, shall fix the date of the defense and intimate the same to the Academic Section.
- 4.13.2.16 If a member of the Thesis Defense 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)/ programme coordinator and Convener PGCS.
- 4.13.2.17 Each member of the Thesis Defense Board shall be given a copy of the thesis along with the entire technical correspondence with the Thesis Evaluation Board at least one week prior to the date of the defense.
- 4.13.2.18 The Thesis Defense Board shall
 - i. Examine the thesis reports,
 - ii. Examine whether or not necessary modifications suggested by the thesis examiners have been incorporated by the candidate;
 - iii. Elicit candidate's replies to the questions raised by members of the Thesis

Evaluation Board;

- iv. Authenticate the work as candidate's own;
- v. Judge if the presentation of the work by the candidate and the answers to the questions asked have been satisfactory, and
- vi. Give a report of the examination, to be communicated by the thesis supervisor(s)/programme coordinator to the Convener, PGCS.

4.13.2.19 If all, except at most one of the members, declare the candidate as passed, the candidate shall be deemed to have passed in the thesis defense.

4.13.2.20 In case a candidate has not been passed, the Thesis Defense Board shall specify whether

- i. The candidate may be given another chance to appear in the thesis defense and shall specify the approximate date for re-examination. [If re-examination is recommended, the original Thesis Defense Board shall conduct the re-examination unless a different Board has been constituted by the Chairperson Senate. In the re-examination, the Board shall declare whether the student has passed or failed as per the criteria laid down above but shall not recommend, in any case holding a third thesis defense.]
- ii. The candidate is declared to have failed.

4.13.2.21 On receipt of the report that the student has passed the thesis defense, the Convener, PGCS shall recommend to the Senate for the award of the Doctoral degree.

4.13.2.22 After the thesis has been accepted, the candidate shall be required to submit also a soft copy of the thesis along with (i) the abstract and (ii) a report from the thesis supervisor(s)/ programme coordinator authenticating that all the suggestions of the Thesis Defense Board have been incorporated in the revised copy.

4.13.2.23 If the candidate has failed, the matter shall be brought to the attention of the Senate for further action.

4.14 **Graduation Requirements and Minimum Academic Performance**

4.14.1 A student shall be deemed to have completed the graduation requirements if he/she has

- i. Passed all the minimum courses or the courses prescribed for him/her by the Discipline AND
- ii. Attained the minimum prescribed CPI for the programme AND
- iii. Successfully defended the thesis AND
- iv. Satisfied the minimum academic and residence requirements AND
- v. Satisfied all the additional requirements specified by the Discipline, if any, AND

vi. Satisfied all the requirements specified in Institute Ordinances and by the Senate

4.14.2 The minimum CPI requirements for continuing in the programme are

- i. 6.5 for Master's programme and
- ii. 7.0 for Doctoral programme

However, on the recommendation from the PGCS, a deficient student may be allowed to continue in the programme, by issuing a warning, if his/her SPI in the first semester he/she registers for ≥ 6.0 but < 6.5 (for Master programme) and ≥ 6.5 but < 7.0 (for Doctoral programme).

4.14.3 The programme of a Master student is likely to be terminated if

- i. His/her SPI is below 6.0 OR
- ii. His/her CPI is below 6.5 in two consecutive semester OR
- iii. He/she obtains two Fs OR one F and one D in the same or different courses OR
- iv. He/she accumulates 3 or more Xs towards thesis credits.

4.14.4 The programme of a Doctoral student is likely to be terminated if

- i. His/her SPI is below 6.5 OR
- ii. His/her CPI is below 7.0 in two consecutive semester OR
- iii. He/she obtains two Fs OR one F and one D in the same or different courses OR
- iv. He/she accumulates 5 or more Xs towards thesis credits.

4.14.5 A student whose programme has been terminated on academic grounds may appeal to the Chairperson Senate requesting the continuation of his/her programme. In exceptional cases, the Senate may allow continuation of such a student provided that

- i. the reasons for adverse performance are genuine and are well supported by the documentary evidence AND
- ii. he/she has a fair chance to successfully meet the minimum graduation requirements of the Institute.

5. LEAVE RULES

5.1 General Considerations

5.1.1 Postgraduate students of the Institute are entitled for (i) Vacation and Casual Leave and (ii) Medical leave. Married students shall also be entitled for Maternity/paternity Leave. Other types of leaves, as given in this Section, may also be granted in special cases.

5.1.2 A student may be granted leave on submitting application well in advance. All permissible and duly sanctioned leaves from the Institute shall not entail any financial loss from the Institute Assistantship, if awarded.

- 5.1.3 Applications for leave of absence should be addressed to the Dean Academic and submitted to the Academic Section along with a medical certificate, if applicable. Leave usually must not be availed without prior approval of the Dean Academic. In addition, if a student is going out of campus on leave, she/he must inform the Hostel/Institute authorities. Failing this the Hostel/Institute authorities may initiate an action as seen appropriate by them.
- 5.1.4 Absence from the Institute without sanctioned leave shall entail financial loss for the period of unauthorized absence from the Institute Assistantship and may also result in (i) disciplinary action and (ii) the termination from the programme.
- 5.1.5 If a registered students is absent on sanctioned leave for a period of 4 weeks or more, (i) thesis credits registered by him/her may be appropriately reduced in blocks of 4 credits or (ii) his/her leave may be converted to semester leave.

5.2 **Vacation and Casual Leave**

- 5.2.1 Postgraduate students are not entitled for Institute's vacation and mid semester recess instead they can avail 15 days vacation leave with prior approval.
- 5.2.2 A postgraduate student may be allowed *vacation leave* during any period of Institute's vacation or during the mid-semester recess up to a maximum of 15 days per semester. Leave not availed in one semester may be carried over to the next semester up to a maximum of 15 days. The entire duration of vacation leave will not exceed 30 days at a time in any case.
- 5.2.3 In addition, a student may be allowed *casual leave* up to 8 days per semester subject to the condition that such leave will not be allowed to be longer than 6 days at a time. *Casual leave* can not be carried over to next semester or next year.
- 5.2.4 *Casual leave* cannot be combined with any other kind of leave.

5.3 **Medical Leave**

- 5.3.1 In case of medical unfitness, duly supported by a medical certificate, postgraduate students may be granted Medical Leave up to 8 days per semester. Unavailed Medical Leave shall be carried over to the next semester up to a maximum of 8 days. However, the Medical Leave at a stretch shall not exceed 15 days.
- 5.3.2 If a student develops medical sickness while staying in the campus, the medical certificate is required to be obtained from the Medical Officer of the Institute. On the other hand, if he/she falls sick outside the campus while on sanctioned leave, the medical certificate must be obtained from a registered medical practitioner. Same should be endorsed by the Institute Doctor.
- 5.3.3 An absence due to Medical Leave exceeding 15 days shall entail financial loss and reduction in academic load as per para 5.1.4 and 5.1.5

5.4 Maternity/Paternity Leave

- 5.4.1 A married student may avail Maternity/paternity Leave as per policy laid down by the government of India time to time. If supported by a proper medical certificate, leave up to 6 weeks may also be granted to married female student against miscarriage including medical termination of pregnancy.
- 5.4.2 An absence against maternity/paternity leave beyond the permissible period shall normally entail financial loss.

5.5 Semester Leave

- 5.5.1 Semester Leave for up to two semesters may be approved for postgraduate students if the reasons for such a request are found to be genuine. Except for medical reasons, the Semester Leave shall not be granted unless the student has completed at least 2 semesters in the programme.

5.6 Duty Leave

- 5.6.1 Postgraduate students may be permitted to proceed outside the Institute on Duty Leave for carrying out field work, library work, experimental work, laboratory work and for other research/academic work permitted by the Dean academic on the recommendation of Supervisor and RPC.
- 5.6.2 Postgraduate students may also be permitted to proceed outside the Institute on Duty Leave to attend conferences, seminars, short courses, workshops etc for maximum of 15 days in a year
- 5.6.3 Period for Duty Leave shall normally not exceed 30 days in a semester. However, in exceptional cases if the period of Duty Leave is required to exceed 30 days, permission would require a *prior* approval from the Chairperson Senate. Duty leave cannot be combined with vacation leave.

5.7 Leave for Carrying out Academic Work outside the Institute over an Extended Period

- 5.7.1 In order to help students broaden and enrich their academic and cultural experience, the Institute permits its postgraduate students to proceed to other academic and research institutions in India and abroad as non-degree students with prior permission from the Senate.
- 5.7.2 Only those postgraduate students who have completed at least two semesters of the programme and have a CPI of ≥ 8.0 are eligible to proceed to outside the Institute for academic work.
- 5.7.3 On receiving the application from the student, duly supported by a Statement of Purpose to undertake the proposed work and sufficient information about the proposed institution of work along with the recommendation of the thesis

supervisor(s), the faculty members of the discipline shall consider the same and shall determine whether or not the proposed plan of work is of such a nature that waiver for at least 7 units per regular semester be granted. If approved by the Chairperson Senate, the student shall be informed about the requirements he/she must fulfill to apply for academic credit on his/her return.

- 5.7.4 Permission to proceed to an institution as a non-degree student does not imply that the student shall automatically get any waiver from the academic requirements of IITDM Jabalpur.
- 5.7.5 After the proposed research work is completed, the request made by the student for waiver from academic requirements of his/her programme, duly supported by an official transcript of the grades obtained during stay in another institute, shall be evaluated by the faculty/discipline concerned. If recommended favourably, determined by whatever means it may deem fit, the waiver up to a maximum of 16 credits from IITDM Jabalpur courses/thesis units, may be recommended. This waiver shall require the approval by the Chairperson Senate.
- 5.7.6 Against each requirement for which a waiver is granted, the letter W would appear on the transcript with an explanatory note that W stands for waiver for work done at the Institution concerned. All such requirements shall be deemed to carry zero weight for SPI/CPI calculations.
- 5.7.7 The minimum residence requirement for the students who are granted such a leave may be reduced by one semester provided that they spend at least one semester of 16 weeks duration or two quarters of at least 11 weeks duration each as non-degree students elsewhere with prior permission from the Institute.
- 5.7.8 Students who are permitted to proceed as non-degree students elsewhere on any Institutional exchange programme shall also have to go through the procedure and rules for the transfer of credits as outlined in clauses 5.7.5-5.7.7.

6. FINANCIAL ASSISTANCE

- 6.1 Institute normally provides financial assistance to postgraduate students on semester-to-semester basis in the form of research/teaching assistantship (referred to as the Institute Assistantship) of amounts approved by the Government of India. The duration of the scholarship shall be up to first four semesters of the programme for Master's student and upto first eight semesters for Doctoral students. The Doctoral scholarship may further be extended for two more semesters after the review of the work done by the student is carried out by the Peer Review Committee.
- 6.2 A student, who has been awarded the Institute Assistantship, is expected to devote up to 8 hours per week towards academic job(s) assigned to him/her. The renewal of Institute Assistantship is contingent on the student's satisfactory performance in
 - i. the academic programme and
 - ii. in the discharge of assistantship duties.
- 6.3 Financial assistantships, in the form of Research Assistantships, may also be available from sponsored research projects. Additional assistantships in the form of scholarships, fellowships, etc may be available through other organizations, such as, the Council of Scientific and Industrial Research (CSIR), Department of Atomic Energy (DAE), DST etc.

7. WAIVER OF REQUIREMENTS IN SPECIAL CASES

- 7.1 The procedures and requirements stated in this manual, other than those in Section 2 (Eligibility for Admissions) and Section 4.4, 4.14 (Academic Performance Requirement) may be waived in special circumstances by the duly appointed Senate Committee. All such exceptions, however, shall be required to be reported to the Senate.

8. GUIDELINES FOR CATEGORY CONVERSION

- 8.1 Research Scholars in regular category who got a job offer can get relief from the programme as a special case, while keeping their registration alive on payment of a required fees every semester with the consent of thesis supervisor(s), recommended by PGCS and approved by Chairperson Senate if they have completed the following requirements
- i. Minimum residential requirements
 - ii. Course Works
 - iii. Comprehensive Examination
 - iv. First Progress seminar with proper direction of research
- 8.2 The candidate should have applied for the job through proper channel (recommended by Ph.D. supervisor(s) and on the approval of Convener, PGCS). Copy of the same should be enclosed at the time of application.
- 8.3 The candidate must submit a copy of the offer letter from his future employer at the time of application.
- 8.4 The student must submit a no objection letter from his future employer at the time of application.
- 8.5 The change of category shall be approved as per the recommendation of an Evaluation Board.

The Evaluation Board of a Doctoral student shall consists of

- i. At least three but not more than five faculty members from the discipline of the student including his/her supervisor (s) and
- ii. One faculty member from a different discipline.

The Evaluation Board shall be proposed by the thesis supervisor(s) and recommended by the Convener of the PGCS and approved by the Chairperson Senate.

- 8.6 The student must give one progress seminar before the Evaluation Board in each semester.

9. DEGREE

- 9.1 A student is deemed to have completed the requirements for award of degree if she/he has
- i. met the residence and academic requirements outlined in Sections 4.2 and 4.4,
 - ii. satisfied additional requirements, if any,
 - iii. paid all dues to the Institute and the Halls of Residence, and

- iv. no case of indiscipline is pending against her/him.
- 9.2 A student who completes all the graduation requirements specified in Section 8.1 is recommended by the Senate to the Board of Governors (BOG) for the award of the appropriate degree in the ensuing convocation. The degree can be awarded only after the BOG accords its approval.
- 9.3 Under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at a later stage, the Senate may recommend to the Board of Governors withdrawal of a degree already awarded.

10. AMENDMENTS

Notwithstanding anything contained in this manual, the Senate of the PDPM-Indian Institute of Information Technology, Design & Manufacturing Jabalpur reserves the right to modify/amend without notice, the curricula, procedures, requirements, and rules pertaining to its postgraduate programmes.