MANUAL
FOR
POSTGRADUATE PROGRAMS

2-Year M.Tech.
2-Year M.Sc.
2-Year MBA & MBA (Business Analytics)
2-Year M.A.
3-Year M.Sc.Tech.
2-Year Exec. M.Tech.
3-Year Exec. MBA

PROCEDURES & REQUIREMENTS

INDIAN INSTITUTE OF TECHNOLOGY
(Indian School of Mines), Dhanbad

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CHAPTER 1 **PG PROGRAMS OF STUDY**

The Indian Institute of Technology (Indian School of Mines) Dhanbad offers a number of postgraduate programs leading to 2-year M.Tech., 2-year M.Sc., 2-year MBA, 2-year M.A., 3-year M.Sc.Tech. and 2/3-year Exec. M.Tech. The regulations as provided herein details the procedures and requirements of PG programs being offered by the Institute.

1.1. Academic Programs offered by IIT(ISM) Dhanbad

1.1.1. Master of Technology (M.Tech.)

This is a 2-year academic program offered in the following disciplines:

1. Chemical Engineering
2. Civil Engineering
3. Computer Science and Engineering
4. Data Analytics
5. Earthquake Science and Engineering
6. Electrical Engineering
7. Electronics and Communication Engineering
8. Environment Science and Engineering
9. Industrial Engineering and Management
10. Mechanical Engineering
11. Mining Engineering
12. Mining Machinery Engineering*
13. Fuel, Minerals and Metallurgical Engineering
14. Petroleum Engineering
15. Pharmaceutical Science and Engineering
* - discontinued from academic year 2023-2024

1.1.2. Master of Science (M.Sc.)

This is a 2-year academic program offered in the following disciplines:

1. Chemistry
2. Mathematics and Computing
3. Physics

1.1.3. Master of Business Administration (MBA) / MBA (Business Analytics)

This is a 2-year academic program offered in the following disciplines:

1. Business Administration
2. Business Analytics

1.1.4. Master of Science & Technology (M.Sc.Tech.)

This is a 3-year academic program offered in the following disciplines:

1. Applied Geology
2. Applied Geophysics

1.1.5 Master of Arts (M.A.)
This is a 2-year academic program offered in the following disciplines:

1. Digital Humanities & Social Sciences

1.1.6 Executive Master of Technology (Exec. M.Tech.)

This is a 2-year academic program offered in the following disciplines:

1. Geomatics
2. Microelectronics & Semiconductor Technologies

1.1.7 Executive Master of Business Administration (Exec. MBA)

This is a 3-year academic program offered by the Department of Management Students & Industrial Engineering.

1.2 Admission Procedures & Rules to PG Programs

1.2.1 Eligibility and Admission Procedures

The minimum eligibility criteria and the terms and conditions prescribed for admission to the various PG programs of the Institute needs to be fulfilled. However, these eligibility criteria and the terms and conditions may be made more stringent by the Departmental Post Graduate Committee (DPGC), provided that all these should be approved by the Senate. The number of seats to which admissions can be made in a given program shall be as approved by the Senate from time to time. An applicant possessing qualifications and other eligibility criteria, as stated in the following sub-sections is eligible to apply for admission to the appropriate program.

1.2.1.1 Admission in Master of Technology (M.Tech.)

An applicant with the following degree is eligible for admission:

(a) The candidate should have a Bachelors' degree in Engineering or a Masters' degree in Science from Institutes recognized by the Government.

(b) The minimum marks are 60% or CGPA of 6.0 (on a 10-point scale) in Bachelors' degree in Engineering or a Masters' degree in Science.

(c) Candidates belonging to SC / ST and who have the basic qualifying degree is eligible to apply, provided s/he has secured marks not less than 55% or CGPA not less than 5.5 in the relevant degree.

(d) Admission to this program is through the Common Offer Acceptance Portal (COAP).

(e) Candidate must be an Indian National.

(f) Candidates should have a valid GATE score that remains valid at the time of admission. However, it not mandatory for the candidates joining this program under sponsored category from the R&D institutions/PSUs/Organizations having MoU with the institute.

(g) Candidates with an equivalent degree and discipline recognized by professional bodies, such as the Institution of Engineers (India), the Institute of Chemical Engineers, the Aeronautical Society of India, the Institute of Electronics and Telecommunication Engineers, the Indian Institute of Metals, etc. are not eligible.

(h) For Bachelors' degree holders from IIT system having a CGPA of 8.0 and above, the requirement of GATE / NET is waived off and would be given direct admission to M.Tech. programs.

1.2.1.2 Admission in Master of Science (M.Sc.)

An applicant with the following degree is eligible for admission:

(a) Admissions to such programs is through JAM.

(b) All candidates admitted through JAM should have a Bachelors' degree.

(c) In the qualifying degree, the aggregate marks or cumulative grade point average (CGPA) / CPI (without rounding-off and taking into account all subjects, including languages and subsidiaries, all years combined) should be at least 55% or 5.5 out of 10 for general / OBC (Non-Creamy Layer) category candidates and 50% or 5.0 out of 10 for scheduled castes (SC) / scheduled tribes (ST) and Persons with Disabilities (PwD) category candidates.

(d) If CGPA / CPI is on a different scale, it would be linearly mapped to a scale on 10. The percentage of marks for letter grades / CGPA obtained by the candidate shall be decided by the Institute.

1.2.1.3 Admission in Master of Business Administration (MBA) / MBA (Business Analytics)

I. **Business Administration**

(a) The admission to this program is through CAT.

(b) All candidates admitted through CAT should have a 3 Years Bachelors' degree with Mathematics / Statistics as one of the subjects or a 4 Years Bachelors' degree in Engineering or Master's degree with Mathematics / Statistics as one of the subjects at Bachelor's level.

(c) The minimum marks is 60% marks or CGPA of 6.0 (on a 10 point scale) for general / OBC (NCL) category candidates and 55% or 5.5 out of 10 for SC / ST and PwD category candidates.

II. **Business Analytics**

(a) The admission to this program is through CAT.

(b) All candidates admitted through CAT should have B.Tech. degree in any discipline from a recognized university/institute.

(c) The minimum marks is 60% marks or CGPA of 6.0 (on a 10 point scale) for general / OBC (NCL) category candidates and 55% or 5.5 out of 10 for SC / ST and PwD category candidates.

1.2.1.4 Admission in Master of Science & Technology (M.Sc.Tech.)

An applicant with the following degree is eligible for admission:

(a) Admissions to such programs is through JAM.

(b) All candidates admitted through JAM should have a Bachelors' degree.

(c) In the qualifying degree, the aggregate marks or cumulative grade point average (CGPA) / CPI (without rounding-off and taking into account all subjects, including languages and subsidiaries, all years combined) should be at least 55% or 5.5 out of 10 for general / OBC (Non-Creamy Layer) category candidates and 50% or 5.0 out of 10 for scheduled castes (SC) / scheduled tribes (ST) and Persons with Disabilities (PwD) category candidates.

(d) If CGPA / CPI is on a different scale, it would be linearly mapped to a scale on 10. The percentage of marks for letter grades / CGPA obtained by the candidate shall be decided by the Institute.

1.2.1.5 Admission in Master of Arts (M.A.)
An applicant with the following degree is eligible for admission:

(a) An applicant must have an undergraduate degree in the relevant subject in Arts / Humanities / Social Sciences / Engineering / Technology / Science / Commerce / Management.

(b) Candidates seeking admission to M. A. programs of the Institute should have:

    i. A Minimum 60% or CGPA/CPI of 6.0 in 10 point scale (without rounding off) in the qualifying degree for UR/OBC candidates.

    ii. Minimum 55% or CGPA/CPI of 5.5 in 10-point scale (without rounding off) in the qualifying degree for SC/ST/PwD candidates.

1.2.1.6 Admission in Executive Master of Technology (Exec. M.Tech.)

(a) B. Tech. in Engineering or M.Sc. with 60% Marks or CGPA 6.0.

(b) Working professional with Two years'experience.

(c) In addition, the concerned department may conduct written test/interview if desired.

(d) Reservation Policy will not be applicable at the time of selecting the candidate for 2-Year Executive M. Tech. Program.

(e) The institute may not run the program of a particular discipline in an academic year, if the number of selected candidates joining the program falls below 10 in that discipline.

Detailed guidelines about the Executive M.Tech. program are available at Annexure - VII .

1.2.1.7 Admission in Executive Master of Business Administration (Exec. MBA)

(a) A Bachelor's degree after (10+2) in any discipline from a recognized institution, with at least 50% marks in aggregate or equivalent CGPA (45% in case of candidates belonging to SC, ST and PD (Persons with Disability). For Honours graduates the aggregate will include marks of both Honours and Pass Papers.

(b) Executives/supervisors/entrepreneurs with post qualification one year experience from reputed industrial/R&D, public sector, Government, Semi-Government and reputed private sector organisations. Entrepreneurs should have registered firms with minimum annual turnover/sales of Rs. 200 lakhs (as per last year audited financial statement).

Detailed guidelines about the Executive MBA program are available at Annexure - VIII.

1.2.2 Admissions under QIP / Sponsored Category / NRI / PIO / OCI / Foreign Nationals

1.2.2.1 Admission in M.Tech. program under Quality Improvement Program (QIP) and Defense Personnel Category

The procedures and requirements for admission of QIP and defense personnel candidates will be as per the prescribed procedure and norms of the Institute. These candidates will have to satisfy the prescribed minimum marks / CGPA and qualifications as laid down under Section 1.2.1.1. However, GATE/NET/CAT/GMAT score is not a mandatory requirement for all such candidates.

1.2.2.2 Non-resident Indians (NRI) / Persons of Indian Origin (PIO) / Overseas Citizens of India (OCI) and Foreign Nationals Category

(a) NRI candidates must have been residing abroad continuously for at least one year at the time of submission of their application for admission. However, PIO / OCI candidates shall have no such restriction. The equivalence of their qualifications (except that of JAM / GATE / CAT etc.) with that of the general candidates shall be assessed by the DPGC of

the respective departments and considered and approved by the SPGC. All such candidates who meet the qualifications may be admitted to the appropriate program.

(b) The applications of foreign nationals, who are sponsored by the Indian Council of Cultural Relations (ICCR) / under a MoU between IIT (ISM), Dhanbad and the sponsor, shall be scrutinized by the concerned department to assess their suitability for admission to the program. Admission to such applicants shall be offered by the Institute after considering recommendation of the DPGC and on approval of the SPGC.

(c) Non-sponsored candidates who belong to NRI / PIO / OCI / foreign national category, shall also be considered for admission to PG programs. Those candidates who are residing in India for the time being and are seeking admission to M.Sc. / M.Sc.(Tech) / M.Tech. / MBA programs, must satisfy the JAM / GATE/ CAT requirements (if eligible to take it). Such candidates who are currently in India but have not taken JAM / GATE / CAT may also seek admission to M.Sc. / M.Sc.(Tech) / M.Tech. / M.B.A. programs, provided that the respective department recommends their application for admission based on their qualifications and other credentials and these recommendations are considered and approved by the SPGC. Admission of such candidates, however, shall be subject to the clearance of the Central Government.

1.2.2.3 Sponsored Candidates

(a) A candidate working in an academic institution / PSU / Govt. R&D organizations / Govt. recognized private R&D organizations / industry is considered as a sponsored candidate. Such candidates must have been in employment with the sponsoring organization for at least 2 years at the time of admission and must be sponsored by her / his employer. The sponsoring organization must specifically undertake to provide full salary to the candidate.

(b) Applications of candidates sponsored by organizations under MoU between the Institute and under QIP program shall be eligible for admission.

(c) The employer must undertake to relieve the candidate, to stay in the campus for the specified period to enable the candidate to complete the program.

(d) The admission procedure consists of (i) shortlisting through GATE / NET /Appropriate National Level Examination and / or written examination conducted by the department, and (ii) interview.

(e) For Bachelors' degree holders from IIT system having a CGPA of 8.0 and above, the requirement of GATE / NET is waived off and would be given direct admission to M.Tech. programs.

1.3 Multiple Entry Options for PG Programs

Students admitted through JEE are given an opportunity to pursue PG programs (M.Tech. and MBA) for obtaining a Master Degree along with their B.Tech Degree under the Dual Degree academic program which is divided into the following three categories:
Category-A: B.Tech. & M.Tech. Degree in the same Discipline/Department.
Category-B: B.Tech. Degree in the parent Discipline/Department and the M.Tech. Degree in a different Discipline/Department.
Category-C: B.Tech. Degree in the Parent Discipline/Department and the MBA Degree

Academic program of those students who avail this opportunity are governed by the rules and regulations during the period of pursuing the Master program i.e., 9th and 10th semesters as per the rules and regulations, prescribed in the PG Manual and applicable for PG students.

1.4   Reservation of Seats

Reservation policy will be applicable as per the Government of India norms except the UG students who will opt the Dual Degree programs.

1.5   Validity of Admission and its Cancellation

A candidate is admitted to a PG program, if s/he is:

(a)   eligible for admission to a specified program;

(b)   completed all the steps laid down under the procedure for admission; and

(c)   paid the prescribed fees.

All such candidates are required to submit pertinent documents, such as copies of their marks/grade sheets, original/ provisional certificate of the qualifying examination, category certificate, if under reserved category, in the prescribed format on or before the last date of submission as specified in the Academic Calendar.

All admissions to the Institute are subject to approval of the Senate. The admission of a student can be cancelled by the Senate, if it is found that the student has failed to submit all the documents by the due date specified in the Academic Calendar or has not met other specifications. The admission of a student can also be cancelled by the Senate at any time during the program, if it is found that the student has submitted wrong/forged document(s) or has given a false declaration.

1.6   PG program to Integrated PG-Ph.D Program

An opportunity is given to all the Postgraduate (PG) students to change their registration from PG program to Integrated PG-Ph.D program subject to fulfillment of the certain norms and eligibility criteria. The basic objectives to give the opportunity to the meritorious PG students, who have registered in the M.Tech/M.Sc. Tech./M.Sc./MBA/M.A. program of this Institute, to change their academic program from PG to Integrated PG-Ph.D. program and to pursue Ph.D. program jointly. *For details refer Chapter 5.*

In accordance with the Statutes, the Senate can recommend to the Board of Governors (BOG) of IIT (ISM) Dhanbad for starting and/or phasing out any existing program.

2.1 Components of the Curriculum

(a) Departmental Compulsory (DCPG): Theory Courses (PG Level) which are compulsory for students in their parent discipline/department.

(b) Departmental Practical (DP): Practical Courses which are compulsory for students in their parent discipline/department.

(c) Departmental Elective (DEPG): Elective Courses (PG Level) which are offered by departments for their own students.

(d) Open Elective (OEPG): An Open Elective course (PG Level) is any course (including DEPG courses) offered across the department/program that can be taken by any student.

(e) Training (TR): 2 weeks training during winter vacation.

(f) Thesis (TU): A mandatory research component for students in their parent discipline/department.-

2.2 Academic Requirements and Minimum-Maximum Duration

The minimum and maximum durations and the overall fulfillment of the credit requirements for completion of the various PG program are specified in the Table 1. Completion of minimum duration (excluding the semester leave and the termination period), prescribed in the Table 1 is mandatory for obtaining the PG degree. The period of maximum duration is counted from the first registration date of the student. If any student does not complete the academic program within the prescribed maximum duration, academic program of the student is terminated automatically. However, for those students whose academic program is not completed within the specified maximum duration due to having backlogs, the duration may be increased beyond the maximum duration subject to considering their appeal by the Senate on case-to-case basis.

Table 1: Academic Requirements and Minimum-Maximum Duration

Serial No.	Program	Minimum Total Credits	Minimum Duration (Semester)	Maximum Duration (Semester)
1	2 Year M.Tech,	170	4	6
2	2 Year M.Sc.	183	4	6
3	2 Year MBA	207	4	6
4	2 Year MBA (BA)	194	4	6
5	3 Year M.Sc.Tech.	268	6	8
6	2 Year M.A.	183	4	6
7	2 Year Exec. M.Tech.	170	4	6
8	3 Year Exec. MBA	207	6	8

2.3   Credit Distribution of different PG Programs

2.3.1   Credit Distribution of 2-year M.Tech. Program:

The distribution of credits among different components is given in Table 2:

Table 2: Credit Distribution of 2-year M.Tech. Program

Course Component	Min	Max	Min Course Credits
Departmental Compulsory (DCPG)	45	63	45
Departmental Elective (DEPG)	09	63	09
Open Elective (OEPG)	00	36	00
Departmental Compulsory (DCPG) / Departmental Elective (DEPG)	--	--	18
Departmental Elective (DEPG) / Open Elective (OEPG)	--	--	36*
Departmental Practical (DP)	08	14	08
Thesis (TU)	54*	54*	54*
Total	**--**	**--**	**170**

* The credit distribution for the batch admitted in year 2023-2024 or onwards will be as follows:

Departmental Elective (DEPG) / Open Elective (OEPG)	--	--	18
Thesis (TU)	72	72	72

2.3.2   Credit Distribution of 2-year M.Sc. Program:

The distribution of credits among different components is given in Table 3:

Table 3: Credit Distribution of 2-year M.Sc. Program

Course Component	Min	Max	Min Course Credits
Departmental Compulsory (DCPG)	90	108	90
Departmental Elective (DEPG)	09	54	09
Open Elective (OEPG)	09	27	09
Departmental Compulsory (DCPG) / Departmental Elective (DEPG)	--	--	27

Departmental Elective (DEPG) / Open Elective (OEPG)	--	--	18*
Departmental Practical (DP)	12	18	12
Thesis (TU)	18*	18*	18*
Total	--	--	**183**

* The credit distribution for the batch admitted in year 2023-2024 or onwards will be as follows:

Departmental Elective (DEPG) / Open Elective (OEPG)	--	--	00
Thesis (TU)	36	36	36

2.3.3 Credit Distribution of 2-year MBA & MBA (BA) Programs:

2.3.3.1 The distribution of credits among different components of MBA is given in Table 4:

Table 4: Credit Distribution of 2-year MBA Program

Course Component	Min	Max	Min Course Credits
Departmental Compulsory (DCPG)	90*	90*	90*
Departmental Elective (DEPG)	00	72	00
Open Elective (OEPG)	00	72	00
Departmental Elective (DEPG) / Open Elective (OEPG)	--	--	72
Departmental Practical (DP)	09	09	09
Thesis (TU)	36*	36*	36*
Total	--	--	**207**

* The credit distribution for the batch admitted in year 2023-2024 or onwards will be as follows:

Departmental Compulsory (DCPG)	126	126	126
Thesis (TU)	--	--	00

Departmental Compulsory (DCPG) includes two term papers of 09 credits each.

2.3.3.2 The distribution of credits among different components of MBA in Business Analytics is given in Table 5:

Table 5: Credit Distribution of 2-year MBA in Business Analytics Program

Course Component	Min	Max	Min Course Credits
Departmental Compulsory (DCPG)	93	93	93
Departmental Elective (DEPG)	00	54	00
Open Elective (OEPG)	00	54	00
Departmental Elective (DEPG) / Open Elective (OEPG)	--	--	54
Departmental Practical (DP)	11	11	11
Thesis (TU)	36	36	36
Total	**--**	**--**	**194**

2.3.4 Credit Distribution of 3-year M.Sc.Tech. Program:

The distribution of credits among different components is given in Table 6:

Table 6: Credit Distribution of 3-year M.Sc.Tech Program

Course Component	Min	Max	Min Course Credits
Departmental Compulsory (DCPG)	126	135	126
Departmental Elective (DEPG)	27	54	27
Open Elective (OEPG)	18	36	18
Departmental Compulsory (DCPG) / Departmental Elective (DE)	--	--	09
Departmental Elective (DEPG) / Open Elective (OEPG)	--	--	18*
Departmental Practical (DP)	16	24	16
Mapping Training (TR)	--	--	S/X
Thesis (TU)	54*	54*	54*
Total	**--**	**--**	**268**

* The credit distribution for the batch admitted in year 2023-2024 or onwards will be as follows:

Departmental Elective (DEPG) / Open Elective (OEPG)	--	--	00

Thesis (TU)	72	72	72

2.3.5 Credit Distribution of 2-year M.A. Program:

The distribution of credits among different components is given in Table 7:

Table 7: Credit Distribution of 2-year M.A. Program

Course Component	Min	Max	Min Course Credits
Departmental Compulsory (DCPG)	90	108	90
Departmental Elective (DEPG)	09	54	09
Open Elective (OEPG)	09	27	09
Departmental Compulsory (DCPG) / Departmental Elective (DEPG)	--	--	27
Departmental Elective (DEPG) / Open Elective (OEPG)	--	--	18*
Departmental Practical (DP)	12	18	12
Thesis (TU)	18*	18*	18*
Total	**--**	**--**	**183**

* The credit distribution for the batch admitted in year 2023-2024 or onwards will be as follows:

Departmental Elective (DEPG) / Open Elective (OEPG)	--	--	00
Thesis (TU)	36	36	36

2.3.6 Credit Distribution of 2-year Exec. M. Tech. Program:

The distribution of credits among different components is given in Table 8:

Table 8: Credit Distribution of 2-year Exec. M.Tech. Program

Course Component	Min	Max	Min Course Credits
Departmental Compulsory (DCPG)	108	108	108*
Departmental Practical (DP)	08	08	08
Thesis (TU)	54*	54*	54*

Total	--	--	**170**

* The credit distribution for the batch admitted in year 2023-2024 or onwards will be as follows:

Departmental Compulsory (DCPG)	--	--	90
Thesis (TU)	72	72	72

2.3.7 Credit Distribution of 3-year Exec. MBA Program:

The distribution of credits among different components is given in Table 9:

Table 9: Credit Distribution of 3-year Exec. MBA Program

Course Component	Min	Max	Min Course Credits
Departmental Compulsory (DCPG)	198	198	198
Departmental Practical (DP)	09	09	09
Total	--	--	**207**

Departmental Compulsory (DCPG) includes four term papers of 09 credits each.

2.4 Course Structure of PG Program

The approved course structure for all PG programs [M.Tech., M.Sc., MBA and M.Sc.Tech.] are appended in Annexure-I. The approved course structure for 2 year Exec. M.Tech. and 3-year Exec. MBA is available at Annexure-VII & Annexure-VIII respectively.

2.5 Credits

The following formula is to be employed to calculate the credits of a course: $C = 3L + 2T + P$, where, C is the number of credits, L is the number of lecture hours, T is the number of tutorial hours, and P is the number of laboratory/practical hours per week in a course.

2.6 Modular Course

A modular course will run exactly for half a semester and will have only one examination at the end with at least one quiz in addition to this examination. Modular courses will either be offered before mid-semester examination or after mid-semester examination. However, the students will have to register for all such courses during the pre-registration period along with other courses of that semester. The examination period for a modular course will coincide with the mid-semester examination /end-semester examination.

2.7 Academic Load in a Regular Semester

The details of the Academic Load of a student, as per her/his academic status in a Regular Semesters are given in Table 10:

Table 10: Academic Load in a Regular Semester

Regular Semesters		
Academic Status of the Student	**Prescribed Credit Limits**	
	Minimum	**Maximum**
Normal Students *(without any academic deficiency)*	36 Credits	54 Credits
Student placed on Warning (WR)	27 Credits	45 Credits
Student placed on Academic Probation (AP)	27 Credits	36 Credits
Summer		
For all UG/PG students*	One Course	Two Courses

*Students of graduating batch whose academic program is expected to be completed by the end of Summer semester may register for up to **three courses** irrespective of the number of credits.*

2.7.1 Exceptions in Academic Load Requirements

The following are exceptions in the above cited academic load requirements:

(a) Under-load: A student in the final semester or an extended degree student may register for credits less than the minimum limit of 27 credits if;
  i. The credits that are required for the completion of academic program are less than 27.

  OR

  ii. Any course(s) is/are not being offered in the concerned semester.

(b) Overload: Any student with a CGPA of 7.5 or higher may request registration for up to 65 credits in a semester. The rules regarding such registration are as follows:

  i. A student has to declare which course s/he intends to register as an overload (beyond the courses prescribed for the particular semester) at the time of add/remove period.

  ii. The extra credits & weightage of these additional courses will be counted towards satisfying their graduation requirement.

(c) Extra Course: In addition, students are given an opportunity to take extra courses (within the 65 upper credit limit) beyond the graduation requirements as per their interest for the enhancement of their knowledge.

  The rules regarding registration for an extra course are as follows:

  i. Such extra course(s) may only be taken with the consent of the Convener, DPGC.

  ii. Students should submit the application for taking of the extra course(s) to the Academic Office during add/remove period through the Convener DPGC.

  iii. The letter grade (A-F) received in such extra course(s) will be shown in the grade sheet but the weightage of the courses will not be counted at the time of calculation of the SGPA/CGPA/OGPA.

CHAPTER 3   ACADEMIC SESSION AND REGISTRATION

3.1   Academic Session / Year

Academic Session of the Institute is also called the Academic Year and spans a period, generally from August to July (including summer semester) of the next year as specified in the Academic Calendar.

3.2   Duration

Each academic session comprises of two regular Semesters: Monsoon (August to December) and Winter (January to May) comprising of 13 weeks of classes for each semester; and a Summer semester (May to July). The exact duration of each semester is specified in the Academic Calendar.

Each week comprises of five working days for instruction, from Monday to Friday. Classes are normally avoided on Sundays and holidays. However, if for some reason, any working day(s) is lost, it may be compensated by any other day of the week (preferably Saturday). The total hours of instruction for a course in the Summer Semester are exactly similar to that in the regular semester.

3.3   Academic Calendar

The Academic Calendar, as approved by the Senate, is a schedule for all academic activities including semester registration, first and the last days of classes, examinations period, semester break, deadline for final grade submission, result declaration, vacation period etc.

No deviation from the Calendar is allowed except for some unforeseen and unavoidable reasons. In all such cases, approval of the Chairman, Senate is necessary and the same is to be reported in the subsequent Senate meeting.

3.4   Semester Registration

Each admitted student must register herself/himself in person before the commencement of each regular semester (compulsory) / summer semester (optional) on the date specified in academic calendar. The students who are admitted to the first year of different academic programs and who are awaiting the final result of the qualifying examination are allowed to register provisionally, provided that they submit a certificate from the last institution to the effect that they have appeared in the final of the qualifying examinations (both theory and practical). Such students must submit all documents showing that they have passed the qualifying examination on or before the last date specified in the Academic Calendar. The admission of such students, who have not submitted the required documents by the due date, shall be cancelled.

Students are required to complete the following parts of the semester registration process sequentially:

i. Academic Registration (Pre-registration)

ii. Administrative Registration (Fee payment & Physical Registration/Reporting)

Students who fail to register for a semester (by missing any or all the three steps to be completed for semester registration i.e. Pre-registration, Fee payment and Physical Registration/Reporting) will be dropped from the semester and will be able to register only in the next semester.

3.4.1 Pre-registration

Each student is required to pre-register for the next semester online through the institute's Management Information System (MIS)/Parent Portal on or before the last date specified in the Academic Calendar for Window 1. The elective courses will be chosen by the student in consultation with the thesis supervisor. PG students are allowed to register for DCPG course/s of another department as OE. The student will able to see the pre-requisite, if any, of the course while doing pre-registration, however it will not stop them to take the specific course without fulfilling the pre-requisite. The allotment of elective courses (DEPG/OEPG) will be based on the current CGPA (i.e., CGPA at the time of pre-registration).

In principle, students cannot take two courses having similar contents and floated by different departments with different course code/subject name. Academic Page of the Institute website may be checked for the details of courses of all the programs.

A student may select the number of courses and the course load under the regulations, while ensuring that there is no time-table conflict amongst the courses. One or more courses with a time-table clash will be rejected from the registration form of the student, either during registration or if found at a later stage. When all the courses planned to be taken by the students in the next semester are finalized, the same is to be verified at the time of physical registration/reporting. The discrepancies, if any, must be reported to the Office of the Dean (Academic) in writing until the next working day from the date of physical registration/reporting. No request will be entertained in this regard after the deadline cited above and students will not be allowed to add any course(s). However, student may drop the course during the semester on or before the last date specified for the purpose in the academic calendar.

3.4.2 Pre-Registration with Late fine

If a student is unable to complete the pre-registration by the due date or her/his pre-registration is cancelled due to any reason, s/he will be given two more opportunities to complete the pre-registration with a late fine:
(i)   Window 2: The window for Pre- registration and Fee payment with late fine of Rs. 5000/- will be re-opened during the period specified for the purpose in the Academic Calendar.
(ii) Window 3: The window for Pre- registration and Fee payment with enhanced late fine of Rs. 10,000/- will be re-opened during the period specified for the purpose in the Academic Calendar.
(iii) As the allotment of electives will be done after the pre-registration closes after Window 1, the students who register late (either in Window 2 or 3) will have to choose electives only from the electives where seats are available.

If any student misses to complete pre-registration during windows 1/2/3, the student will be dropped from the semester.

Late pre-registration fine may be waived off, if the student has taken prior permission from Dean (Academic) for the late registration. Such waive-off shall not be a general rule but will be considered on case-to-case basis only.

3.4.3 Fee Payment

All students who have completed their pre-registration process within the specified duration must pay the semester registration fee within the stipulated period mentioned in the Academic Calendar.

In case of an approved Semester Drop or approved Semester Leave, no hostel facility will be provided and no fee is required to be paid by the students for that semester.

3.4.4 Fee Payment with Late Fine

If a student is unable to complete the fee payment by the due date, s/he will be given two more opportunities to complete the fee payment with a late fine:

(i)   Window 2: The window for Pre- registration and Fee payment with late fine of Rs. 5000/- will be re-opened during the period specified for the purpose in the Academic Calendar.

(ii) Window 3: The window for Pre- registration and Fee payment with enhanced late fine of Rs. 10,000/- will be re-opened during the period specified for the purpose in the Academic Calendar.

If any student misses to complete the fee payment during windows 1/2/3, the student will be dropped from the semester.

3.4.5 Physical Registration/Reporting

1. All students who have completed their academic & administrative registration process within the specified duration, must physically be present for physical registration/reporting. It is **mandatory** to do the physical registration/reporting as per the timeline specified in the Academic Calendar.

2. Completion of this registration/reporting requires:
   (a) Verification of the registered list of courses.
   (b) Verification of fee payment and clearing all outstanding dues, if any.
   (c) Signing the registration roll **in person** in the office of the Dean of Students Welfare (DSW).

3. The physical registration/reporting will be permissible only during the respective slots allotted to individual batch/program, which will be notified by the Office of Dean (SW).

4. Any registered student who misses the scheduled date of physical registration will be allowed to join up to 2 weeks after commencement of classes. No fine for late physical registration would be imposed up to 1 week of commencement of classes. Thereafter a fine of Rs. 5000/- will be imposed on students reporting later than the end of 1st week and up to the end of 2nd week. After 2 weeks of commencement of classes, no physical registration will be allowed. The minimum attendance requirement for the semester will not be relaxed in case of late reportees. The leave entitlement for the semester of students reporting after start of classes will be adjusted accordingly.

5. Undertaking, if required to be submitted for academic warning/probation, will be submitted by the student in academic section along with a copy of the physical registration slip issued by the DSW Office.

6. All pending dues (fines, library dues etc.) must be cleared by the students on annual basis (during physical registration for the Monsoon Semester) through MIS.

Note: *In case, any student pursue with an approved Research Internship in India or abroad without any course work in that particular semester, then there will be no need to be present in person on the physical registration/reporting date. However, prior permission for absence, on the date*

of Physical Registration/Reporting, must be obtained by sending an email to the AR (PG), at least one week before the schedule of the physical registration/reporting date.

3.4.6 Semester Drop / De-Registration from the Academic Program

(i) Students who fail to register for a semester (by missing any or all the three steps to be completed for semester registration i.e. Pre-registration, Fee payment and Physical Registration) will be dropped from the semester and will be able to register only in the next semester.

(ii) If a prior approval for semester drop had not been obtained from Dean (Academic) in the previous semester, a fine of Rs.10,000/- will also be imposed during the registration for the subsequent semester.

(iii) Dropping two semesters without any prior approval from Dean (Academic) shall lead to automatic de-registration from the academic program. The Students who have been de-registered will require an approval from the Chairman, Senate through DPGC and Dean (Academic) before re-registration for a semester is allowed to them. The period of drop/de-registration will be counted in the maximum duration required to complete the program by such students.

(iv) In case of an approved Semester Drop or approved Semester Leave, no hostel facility will be provided and no fee is required to be paid by the students for that semester.

(v) The dropped semester(s) will be counted in the maximum duration required to complete the program.

3.4.7 Confirmation of Registration

All PG students and 5th Year students of Integrated M. Tech./ Dual Degree must take a print out of their semester registration slip between the date of Add/Remove courses and the date of commencement of the semester classes, as specified in the Academic Calendar, to confirm the registration of appropriate OE/DE courses by them. The student must submit a signed copy of the print out of the registration slip to the respective Convener, DPGC through their assigned Supervisor. Irregularities/anomalies, if any, in the chosen OE/DE courses must be reported to the Academic section (reg_pg@iitism.ac.in/arpg@iitism.ac.in) by Convener, DPGC within a week from the commencement of the semester classes. The courses will be dropped or deregistered, as necessary, if irregularities/anomalies are identified by academic section at any time during the program.

3.5 Cancellation of Registration

3.5.1 Cancellation of Semester Registration

Registration of a student in all the courses in a Semester shall be cancelled, if a student remains absent from all academic activities for more than twenty (20) working days during a semester, even with an approved leaves (including medical grounds) or initiation of any disciplinary action against the student. In such cases, the student shall be granted a semester drop. However, fee paid for the semester will not be refunded.

3.5.2 Cancellation of Registration in a Course

Registration of a student in a course may be cancelled at any stage, if it is found that there is a clash in time-table, even one lecture of two courses chosen by the student (even one lecture), or if it is found that s/he is not eligible to register for that course for any other reason. Initiation of any disciplinary action against the student may also lead to de-registration of course(s).

3.6 Academic Registration for Summer Semester

A student may register for the summer semester as per the Academic Calendar to:

(a) Clear the backlog/dropped courses, if offered.

(b) Meet the graduation requirements a semester in advance.

(c) Take extra courses beyond the graduation requirements as per their interest for the enhancement of their knowledge.

(d) Take courses offered under Artists in Residence program.

3.6.1 Modalities for offering courses in Summer Semester

(a) The academic section will send a request to the HoDs for providing the list of the courses to be offered during the summer semester of the each Academic session.

(b) HOD in consultation with the faculty members of the department will provide the list of courses to be offered during summer semester to the academic section. No DC/DP courses will be offered during summer semester.

(c) Number of classes has to be the same as in the regular semester (typically 39 classes for a 9 credit course).

(d) A minimum of five students are required to run a course in the Summer Semester. However, this limit may not be applicable if the course is offered for completing the graduation requirement of the final year students.

3.6.2 Guidelines for opting courses in Summer Semester

(a) The maximum number of courses that can be registered in the summer semester by non-graduating students of the session will be limited to two full courses. One modular course will be equivalent to half of a full course. However, the maximum permissible credit for the thesis is 18 without any additional course.

(b) Students of the graduating batch whose academic program is expected to be completed by the end of summer semester may register for up to three courses irrespective of the number of credits. However, for graduating students the maximum permissible credit for the thesis is 27 without any additional course.

(c) Students may also choose DE/OE courses from the list of offered courses to satisfy the credit requirements of the remaining semesters in advance. By doing so, they may be able to meet their graduation requirements a semester in advance. That is within the specified maximum limit (as indicated in 'a') prescribed for the summer semester. No DC/DP courses will be offered during summer semester.

(d) Classes will be conducted regularly irrespective of the number of registered students.

(e) The attendance requirement will be the same as that of regular semesters.

(f) At the time of grading of the summer courses, the existing relative grading system of the Monsoon and Winter semesters will be followed.

CHAPTER 4   DEFICIENCY IN ACADEMIC PERFORMANCE

The DPGC shall review the academic performance of students at the end of each regular semester. A deficient student may be placed on Warning or Academic Probation or Termination. A student on Academic Probation is required to adhere to the following conditions:

(i) That the student shall register with higher priority for those courses (or their substitute) in which grade F/X is obtained. The student under academic probation shall register for one theory course less than the normal load or as specified by the Senate.

(ii) That the student shall not hold any post/position in the hostel, Students Gymkhana or any other organizational body of the Institute.

(iii) That the student will abide by such conditions as laid down by the SPGC/Senate.
A student under warning will adhere to the conditions given in (ii) and (iii).

A letter of academic warning/probation will be issued to a student by the office of the Dean (Academic) with a copy to the concerned Convener DPGC/HoD. The parent/guardian of the student will be informed in writing about the academic warning/academic probation status of the student. A list of the deficient students placed on Warning and Academic Probation to be reported to the Senate at the end of every semester.

The criteria for placing students on Warning / Academic Probation / Termination depends on SGPA / CGPA and is described in the following sub-sections:

4.1 Criteria for Warning

Students will be placed on warning if
SGPA< 5.0 and CGPA ≥ 5.0
(OR)
SGPA > 5.0 and CGPA < 5.0
(OR)
SGPA≤ 5.0 and CGPA < 5.0 (only once and on the very first time)
*On the very first time of getting SGPA≤ 5.0 and CGPA < 5.0, a PG student will be placed on "Warning".

4.2 Criteria for Academic Probation

Students will be placed on probation if
SGPA≤ 5.0 and CGPA < 5.0.
Exception: On the very first time of getting SGPA≤ 5.0 and CGPA < 5.0, a PG student will be placed on Warning as mentioned in the previous clause.

4.3 Criteria for Termination

Academic termination is applicable to those students who are placed under academic probation for two consecutive semesters.

4.4 Appeal against Termination

A student may appeal **[Form A5 is applicable]** to the Chairman, Senate for reinstating her/him in the program. In the case of termination due to inadequate and unsatisfactory academic performance, the student must clearly explain the reasons for the poor performance, including

how those reasons will not adversely affect her/his performance in the future. The Senate shall take a final decision after considering the inputs from DPGC and SPGC.

A student may re-appeal, if her/his previous appeal was not-admitted/rejected. However, the re-appeal may be admitted for re-consideration by the Senate only if the student provides any additional information/document, which were not provided by the student in her/his appeal.

Appeals of the terminated students will be considered and reinstated only after one semester i.e., if academic program is terminated for Monsoon or Winter Semester, then appeal will be considered and reinstated only in the next Winter or Monsoon semester, respectively.

CHAPTER 5   **CONVERSION FROM PG TO INTEGRATED PG-PH.D**

5.1 Integrated PG-Ph.D Program

A one-time opportunity is given to all the registered and eligible Postgraduate (PG) students to change their registration from PG program to Integrated PG-Ph.D program

Students who will change their registration from PG to Integrated PG-Ph.D. will be given two separate degrees, one PG Degree and another is Ph.D. Degree along with two separate grade sheets for PG Part and the Ph.D. Part only after completion of the Ph.D. program. In both the degrees and the grade sheets, which will be given separately, the following may be mentioned:

- PG Degree under Integrated PG-Ph.D. Program
- Ph.D. Degree under Integrated PG-Ph.D. Program

In the grade sheet of the Ph.D. program, the additional two courses Research Methodology (RM) and Research and Technical Communication (RTC) may be given including any other extra courses which was recommended by the Supervisor/DSC in the Ph.D. program**.**

Based on the above cited academic program, the PG students who have registered in the M.Tech/M.Sc. Tech./M.Sc./MBA/M.A. program of this Institute may avail this opportunity to pursue Ph.D. program jointly.

5.2 Eligibility Criteria for Changing of Registration from PG to Integrated PG-Ph.D. Program

(a) PG students who are interested in changing their registration from PG programs to Integrated PG-Ph.D. program may apply as per the Table 10 cited below:

Table 10: Application for changing registration from PG to Integrated PG-Ph.D

Program	Application for Changing registration from PG to Integrated PG-Ph.D.
M.Tech. to Integrated M.Tech-Ph.D.	After 2nd Semester
M.Sc.Tech to Integrated M.Sc.Tech-Ph.D.	After 4th Semester
M.Sc. to Integrated M.Sc-Ph.D.	After 3rd Semester
MBA to Integrated MBA-Ph.D.	After 3rd Semester
MBA (BA) to Integrated MBA(BA)-Ph.D.	After 2nd Semester
M.A. to Integrated M.A.-Ph.D.	After 3rd Semester

(b) The minimum CGPA should be 6.5 at the end of the semester specified above when students will be eligible for opting the Integrated PG-Ph.D. program. However, the department will have the prerogative to decide the minimum required CGPA beyond the minimum CGPA of 6.5 and to conduct an interview at the time of selecting the students for changing the registration from PG to Integrated PG-Ph.D. program.

(c) The student should have cleared all the prescribed courses in single attempt.

(d) The student should not have any backlog course(s) (either fail backlog or backlog due to dropping the course(s) in any semester) at the end of that particular semester when they will be eligible for changing of their registration from PG to Integrated PG-Ph.D. program.

(e) Consent of the existing supervisor who was allotted for PG program is mandatory and if the supervisor does not give her/his consent to supervise the research work after switching over to the Integrated PG-Ph.D. program, then the students will be allowed to change registration from PG

to Integrated PG-Ph.D. program only after allotment of a new supervisor by the department for Integrated PG-Ph.D. program.

5.3 Terms and conditions for Changing of Registration from PG to Integrated Ph.D. Program

(a) All such PG students, who will be allowed to change their registration from PG to Integrated PG-Ph.D., will be a Full-Time Ph.D. scholar and s/he will not be allowed to change their status from Full-Time to Part-Time till the date of completion of the Ph.D. program for whatsoever the reason(s).

(b) An affidavit, in the form of Undertaking, will be submitted by the students who will be allowed to change their registration from PG to Integrated PG-Ph.D. program that s/he will not withdraw from the Ph.D. program. And in case of any such withdrawal, s/he will refund the amount of fellowship for the entire period of the Integrated PG-Ph.D. program.

(c) Academic program of such scholars will be governed by the rules and regulations prescribed in the Ph.D. Manual of the Institute after switching over to the Integrated PG-Ph.D. program.

5.4 Application Process

(a) PG students who are interested in changing their registration from PG programs to Integrated PG-Ph.D. program may apply **[Form PG3 is applicable]** as per the Table 11 cited below:

Table 11: <u>Application Timeline for Changing registration from PG to Integrated PG-Ph.D</u>

Program	Application for Changing registration from PG to Integrated PG-Ph.D.	The application should reach the Academic Section within one week from the date of declaring the result of the specified semester.
M.Tech. to Integrated M.Tech-Ph.D.	After 2nd Semester	
M.Sc.Tech to Integrated M.Sc.Tech-Ph.D.	After 4th Semester	
M.Sc. to Integrated M.Sc-Ph.D.	After 3rd Semester	
MBA to Integrated MBA-Ph.D.	After 3rd Semester	
MBA (BA) to Integrated MBA(BA)-Ph.D.	After 2nd Semester	
M.A. to Integrated M.A.-Ph.D.	After 3rd Semester	

(b) After verification of the academic record of the students, if it is found that all the eligibility criteria have been fulfilled and the existing supervisor of the PG program has given the consent to supervise the student for Ph.D. program also, then the request of the student will be accepted. In case, if any supervisor does not give his/her consent, then the department may appoint a new supervisor for the student in consultation with the concerned student.

(c) Once the registration is changed from PG to Integrated PG-Ph.D., students will be allowed to withdraw from the Integrated PG-Ph.D. academic program and revert back to the PG program only after completion of the terms and conditions cited in Section 5.6.

5.5 Academic Road Map for Completion of the Requirements of both the Degrees

All the courses prescribed in the course structure of the Ph.D. program are PG level courses. A few departments also prescribe the same courses for the students of both PG and Ph.D. programs. The detailed comparison of all such courses are given below:

(a) For completion of the course work in Ph.D. program, Six DCPG of 54 credits including two mandatory courses which are common for all the departments *i.e.*, (a) Research Methodology (RM) and (b) Research & Technical Communication (RTC) need to be cleared.

(b) If the PG students are allowed to change their registration from PG to Integrated PG-Ph.D. program, then all the DCPG courses of PG program may be considered as a substitute of the

DCPG courses prescribed in the Ph.D. course structure except two common courses (*i.e.*, RM and RTC) of all departments cited above.

(c) Since all the DEPG/OEPG courses are taken by the PG students as per the recommendation of the supervisor, then all such DEPG/OEPG courses cleared by the students in their PG program will also fulfil the DEPG/OEPG credit requirements of the Integrated PG-Ph.D. program.

(d) The student will not be allowed to repeat any such course(s), which s/he has already cleared during her/his PG program, for completion of the course work of the Ph.D. program.

(e) In addition, if the DSC/Supervisor recommends any extra course(s) during the Ph.D. program then that (those) course(s) may be cleared along with the thesis credits as an overload in subsequent semesters.

The complete roadmap for pursuing the Integrated PG-Ph.D. program is available at Annexure II.

5.6 Guidelines for Reverting Back to PG program from Integrated PG-Ph.D Program

The scholar is given an opportunity to withdraw from the Integrated PG-Ph.D. program and obtain a PG degree after completion of the prescribed requirements subject to the following conditions.

(a) Scholar may apply for withdrawing from the Integrated PG-Ph.D. Program and to complete the PG degree. The timelines are to be followed is shown in Table 12:

Table 12: Application for Withdrawing from Integrated PG-Ph.D

Program	Withdrawal Application to be Submitted in Monsoon Semester only i.e., before the Pre-registration of the Winter Semester
Integrated M.Tech.-Ph.D	3rd / 5th / 7th / 9th Semester
Integrated M.Sc.Tech.-Ph.D	5th / 7th / 9th / 11th Semester
Integrated M.Sc-Ph.D	5th / 7th / 9th Semester
Integrated MBA-Ph.D	5th / 7th / 9th Semester
Integrated MBA(BA)-Ph.D	3rd / 5th / 7th / 9th Semester
Integrated M.A.-Ph.D	5th / 7th / 9th Semester

(b) In any case, scholar will not be allowed to withdraw from the Integrated PG-Ph.D. program in the Winter Semester, if s/he wants to complete the requirements for obtaining the PG degree because the remaining DE/OE/SE courses of the PG programs are offered only in the Winter Semester.

(c) Fellowship which has been received at par with the Ph.D. scholar for the entire period on migration to the Integrated PG-Ph.D. program will be refunded after deduction of the amount of the Assistantship, if any, paid to the M.Tech. students during the period of pursuing PG program.

(d) Application will be accepted and processed for allowing the scholar to withdraw from the Integrated PG-Ph.D. program with PG degree only after receiving the receipt of the amount deposited for refunding the amount differences of the fellowship paid to the scholars during the entire period of the enrolment in the Ph.D. program and the actual Assistantship is paid to the M.Tech students in the entire period of the PG program.

(e) On completion of above requirements (refund of fellowship amount and completion of remaining courses for obtaining the PG degree), the students may get PG degree at the end of the respective Winter Semester.

5.7 Guidelines for Withdrawing from the Academic Program

(a) In exceptional circumstances, if any scholar withdraws from the Integrated PG-Ph.D. program due to her/his own accord without completing the program, then the amount of the fellowship of the entire period of the Integrated PG-Ph.D. program will be refunded.

(b) In such case, the students do not have any rights to make a claim for PG degree in future.

6.1   Medium of Instruction and Duration of Classes

The medium of instruction & evaluation in the Institute is English. Therefore, the answers written in languages other than English language will not be taken cognizance of and the part written in language other than English may not be graded.

Duration of a class is normally fifty (50) minutes. However, depending on the need, the duration of the class may be of 75 minutes.

6.2   Offering a New Course

The process for offering a new course(s) and its process of approval is presented below:

(i)   A new course can be proposed, in the approved format, by a faculty member.

(ii)   The proposal should be sent to DPGC Convener of the respective department for its consideration. The Convener will present the same in the DAC for the necessary consideration.

(iii)   As per the approved guidelines of the Senate and decision of the DAC, the Course Content will be finalized by the DPGC in consultation with the concerned course instructor(s).

(iv)   Convener, DPGC will circulate the proposal through email among the faculty members of the Institute for comments/feedback.

(v)   The finalization of course content in consultation with DAC based on comments/ feedback received.

(vi)   DPGC will send the final course proposal to the SPGC for consideration. The DE/OE courses will be approved by the SPGC.

(vii)   For DC courses the approval from the Senate through SPGC is mandatory.

(viii) The HoD will implement the approved courses in the academic curriculum.

The approval for any new course to be offered in a semester must be taken 30 days before the start of pre-registration for that semester.

6.3   Courses to be offered in a given Semester

The list of courses to be offered by a department under an academic program in the subsequent academic year is to be finalized at least Thirty days prior to the starting of the Pre-registration for next semester by the Head of the Department through the Departmental Advisory Committee (DAC). All the requirements of the course structure are to be considered before deciding the courses to be offered in a regular semester.

6.4   Conduct of Courses

Each course is preferably conducted by a single instructor with the assistance of Teaching Assistants (TAs). The instructor is responsible for instruction, giving home assignments, holding quizzes and examinations, evaluating the performance of the students, and awarding and submitting the grades. In certain cases, faculty from other departments may have to provide tutors for tutorial, laboratory work, grading etc.

Course Coordinators who are conducting courses with a large number of students in multiple sections will be assisted by Instructors and TAs. The Coordinator is responsible for planning the

course instructions, giving home assignments, holding quizzes and examinations, evaluating the performance of the students, and awarding and submitting the grades. Tutorial classes should not be converted to lecture classes.

6.5 Minimum Number of Students in an Elective Course

Normally, a minimum of five (5) student is required to run an elective course. The approval of the Chairman, Senate should be taken for running the courses with less than five students. The maximum numbers of students in an elective course may be one hundred or more depending on the need.

6.6 Attendance in Class

All students are required to attend every lecture, tutorial and practical classes. Minimum 75% attendance is compulsory for all the students for appearing in the semester examinations. All approved leaves (including leave on medical grounds) availed by the student during the semester comes under the rest of 25% attendance.

The Course Coordinator/Instructor taking the class is required to upload the attendance regularly on MIS. Each student is expected to check and keep a record of her/his attendance through MIS. In case of non-availability of the attendance on MIS or any discrepancy in uploaded attendance, the student should approach the Instructor/Head of Department immediately for availability/rectification.

If any student has a shortage of attendance, s/he will not be allowed to appear in the examination.

If a student remains absent from all academic activities for more than 20 working days in a semester, even with an approved leave (including medical ground), her/his registration for all the courses in that semester will be cancelled resulting in a semester drop.

6.7 Evaluation

The evaluation of the performance of a student in a course is a continuous process. The performance in a course is evaluated through a mid-semester examination, an end-semester examination, quizzes / short-tests announced or surprise ones, assignments, laboratory work (if applicable), etc.

Only the registered students will be evaluated for each courses. Even though the student have attended all the classes of a course and somehow also appeared for quizzes, mid semester examination of that course, s/he will not be evaluated if that is not a registered course(s) for her/him.

The Course Coordinator/Instructor must do the following on the very first day of the class:

1. Uploading of the lecture plan, in approved format, on MIS. It should also include prescribed text/reference books.
2. Informing the details of lecture plan to the students.
3. Informing about the mode of examination: Closed Book / Open Book. In case of Open Book examination, an intimation to be sent to the office of Dean (Academic) within 7 days from the commencement of the classes.
4. Informing the weightage of each component of evaluation, for e.g., examination, quizzes, assignments etc., which are used to determine the final grade in the course. The following guidelines to be adopted for the same:
    a. For Regular Course:
       The grade may have the following percentage of weightage:

     (i) 70-80% in mid-semester and end semester examination. The proportion in mid semester and end semester will be 4:6.

     (ii) Remaining 20-30% weightage may be based on quizzes, case studies, assignment etc.

  b. For Modular Course: The weightage for various components for the Modular courses may be 30-40% weightage for Quiz (at least 1) and 60-70% for the End-semester Examination.

5. Any other useful information.

6.8 Examinations

The arrangement for mid-semester and end-semester examinations are made by the Academic Section during the period as specified in the Academic Calendar. No deviation is allowed in the examination schedule and location, without the specific written permission of the Dean (Academic).

The Course Coordinator/Instructor may take an open-book or closed book examination in a given course. In case of open-book examination of any course, the instructor must inform the student on the very first day of the class.

The following conditions are applicable for the open book examination:

(a) Laptops, mobile phones, and other such digital media are generally not be permitted for such examinations.

(b) Laptops may be allowed for the courses in context of programming/statistics/data mining where respective course instructor may want to assess by giving data based example. All such examination will be conducted at the computer lab (without Internet connectivity). The course instructor should ensure the availability of the required data sets/software well in advance (i.e., at least a week before the date of examination). In such case an intimation to be sent to the office of Dean (Academic) well in advance (i.e., at least a week before the date of examination).

(c) Exchange of any examination materials like books, notes, laptop etc. during the examination are not permissible.

(d) The examination duration will remain unchanged for open book examination.

Note:

1. *If reports of any unfair means adopted during the mid-semester and/or end-semester examination of a course is submitted by the course instructor/invigilator, 'F' Grade will be awarded in the relevant course of the particular semester for the first offence. On the subsequent offence(s) during the entire period of her/his academic program, the student will be declared as failed in all the courses for which s/he has registered in that particular semester.*

2. *In case of entering in the Examination Hall with mobile phone or any other electronic gadgets or keeping it surrounding the area of Examination Hall (even in Washroom) it will be seized and as a fine an amount of Rs.5000/- will be charged. The mobile phone and the electronic gadget will be returned to the student/scholar only after depositing the fine.*

6.8.1 Guidelines for setting of Question Papers

(a) The question paper may comprise of different difficulty levels, such as 50% of average level, 30% of moderate level and remaining 20% of high difficulty level. At least 30-40% numerical problems may be given in Engineering, Science and Management courses, wherever possible.

(b) The questions of mid-semester and end-semester examinations normally cover the syllabus proportionately, i.e. the end semester question paper must include at least 60 percentage covered after mid semester and the remaining 40% may be divided between the portions before and after mid semester examination.

(c) The course instructor must set descriptive type questions for the examination. MCQs/Fill-in-the-blanks/True-False are not allowed.

6.8.2   Conduct of Examinations

(a) Duration of the mid-semester examination is 2 Hours and end-semester examination is of 3 Hours.

(b) Students are not allowed to bring any bag/book/notes/paper/mobile phones etc. **inside the premises** where examination halls are situated.

(c) Entry of students into the examination premises will be closed after 10 minutes of the start of a two-hour examination, and after 15 minutes of the start of a three-hour examination.

(d) Students will be allowed to leave the examination hall only after one-hour of the start of an examination.

(e) The examination (mid-semester & end-Semester) schedule will be declared by the academic section in line with academic calendar.

(f) The sitting arrangement for mid-semester and end-semester examinations are made by the Academic Section during the period as specified in the Academic Calendar.

(g) The examination materials (except question papers) will be provided by the academic section.

(h) The course instructor should bring the required number of question papers during the examination.

(i) The MIS generated updated attendance sheet for mid-semester and end-semester examinations must be brought by the concerned course instructor for using the attendance purpose, and retained with the course instructor for records.

(j) The invigilators should verify and sign against the course of examination in the Hall Tickets. In case of any discrepancy between the attendance sheet & the hall tickets, the same to be reported to the academic section along with report of conduct of the examination.

(k) The course coordinator is required to submit a hard copy of the Examination Conduct Report [**Form F2 is applicable**] to the office of the Dean (Academic) within 24 hours after completion of examination.

(l) In Closed Book examination, Mobile phones, Smart Watch, Laptops, Tablet, Blue-tooth device etc. are not allowed for the students inside the examination hall during the examination. The possession of the same during the examination shall be considered as adoption of unfair means (UFM). Only in Open Book examination this restriction may be waived off with some terms and conditions.

(m) Any kind of adoption of unfair means (UFM) has to be reported by the invigilators in the separate envelope with the following:

   i.   Answer Booklet of a student.
   ii. Device, Chit etc. or Photograph of the prohibited material found in possession.
   iii. Declaration from the student with the remarks/feedback of the invigilator.

(n) Guidelines given in the **Annexure-V** to be followed for conducting examinations of PwD/DA students.

6.8.3 Mid-Semester Examination

Appearing in the Mid Semester Examination is mandatory. If a student is absent in the mid-semester examination and does not appear for the Make-Up examination, s/he will be awarded Zero marks in the mid semester irrespective of her/his performance in end-semester examination and other internal evaluation.

In case of absence during the mid-semester examination due to the medical reason or for any exceptional circumstances such as family calamity or any kind of exigency, the Make-up of Mid-semester examination may be conducted preferably within two weeks from the date of completion of the mid-semester examination period.

6.8.4 End-semester Examination

To clear a course, appearing in the end-semester examination is mandatory.

If a student is absent in the end-semester examination and does not appear for the Make-Up examination, s/he will be awarded "F" grade in the course irrespective of her/his performance in mid-semester examination and other internal evaluation.

6.8.5 Make-up Examination

In principle, students are allowed for Make-up Examination for Mid-semester/End-semester Examination only on medical grounds. However, in exceptional circumstances such as family calamity or any kind of exigency students/scholars may be allowed for Make-up Examination after considering the reason on a case-to-case basis.

If a student fails to appear in the mid-semester/end-semester examination in one or more course(s) due to above cited reason(s) then s/he may submit an application [**Form A4 is applicable**] to the Dean (Academic) for a make-up examination as per the below mentioned timeline:

(a) For Mid-Semester Make-up Examination: As specified in the Academic Calendar.
(b) For End Semester Make-up Examination: As specified in the Academic Calendar.

The application must be submitted by stating the reasons for failure to appear in the examination along with the supporting documents. In case of an illness, a certificate from the Medical Officer of the Institute's Health Center must be submitted.

Dean (Academic) may consider the application and take a decision on a case-to-case basis.

6.8.6 Appointment of Supervisor and Process of Thesis Evaluation

6.8.6.1 Appointment of Thesis Supervisors

(a) Thesis supervisor of a student will be assigned amongst the faculty members of the respective departments of IIT(ISM), Dhanbad by the departments based on academic performance (of first semester) and preference of the students.

(b) A student may have maximum two Internal Co-supervisor(s) from the same or other department of the institute.

(c) In exceptional cases, a student can have an External Co-supervisor from outside the Institute where the student will pursue the part of the thesis work based on the recommendation of the DPGC. The recommendation of the DPGC will be approved

by the Chairman, Senate in consultation of the Dean (Academic).

(d) A combined list (program-wise) with the name of supervisor(s) of each students of the department to be submitted to the office of the Dean (Academic) by the HOD within one-month from the commencement of 2nd semester classes.

(e) The change of supervisor(s) will be communicated to the Dean (Academic) by the DPGC.

(f) A change / addition in the supervisor(s) is permitted but it is not advisable to do so in the final semester.

(g) If a student's supervisor proceeds on leave for more than three months at a stretch or superannuated/resigned, in such case, the DPGC may appoint a supervisor or a co-supervisor in consultation with the student.

(h) If all research work and related analysis are complete except writing of the thesis, and the supervisor proposes to go on leave, the DPGC may appoint a program coordinator to complete the processes for evaluation of the thesis.

6.8.6.2 Thesis Evaluation Committee

(a) The thesis will be examined by the thesis evaluation committee formed, as per the defined guidelines, by the HoD in consultation with the DPGC.

(b) DPGC, in consultation with the HoD, will constitute the thesis evaluation committee consisting of three/four members [Supervisor(s), one/two member from Department, one member from Sister Department] for each individual student for the evaluation of thesis work.

(c) The thesis evaluation committee should be constituted as per the given timeline:

Program	Timeline
2 Year M.Tech / MBA* / MBA(BA)	Before end of 2nd Semester
2 Year M.Sc.	Before end of 3rd Semester
2 Year M.A.	Before end of 3rd Semester
3 Year M.Sc.Tech	Before end of 4th Semester
2 Year Exec. M.Tech.	At the time of Admission
5 Year Integrated M.Tech	Before end of 8th Semester
5 Year Dual Degree	Before end of 8th Semester

* Not applicable for the batches admitted in year 2023-2024 or thereafter.

(d) The thesis evaluation process for batch admitted before 2023-2024 consists of two parts: (i) Evaluation by supervisor and (ii) Evaluation by the Thesis evaluation committee (excluding the marks of supervisor). Each part is having equal (50%) weightage in the final grade. The final marks will be normalized by the DPGC based on the average marks given by the individual committee, without modification in the mark given by respective supervisor. Grading criteria will be decided by the DPGC based on the normalized marks obtained by the students.

From 2023-2024 admitted batch, the thesis evaluation shall be in audit mode (S/X) without counting its credits in CGPA calculation. The details of the distribution of credits and grading options shall be as per the details given in the following table:

Program	Credit Requirements		Grading Options	Passing Grades
Integrated M.Tech	Monsoon / Winter	36 each	4S,3S1X,2S2X, 1S3X,4X	4S each
Dual Degree (Category A & B)				
M.Tech				
MBA(BA)				
Executive M.Tech.				
M.Sc. Tech				
M.Sc. & M.A.				

(e) The examination will be primarily based on thesis work carried out by the student.

(f) Convener DPGC will upload the marks and will perform grading on MIS.

6.8.6.3 Process for Evaluation of M.Tech. Thesis

I. Literature Survey & Formulation of Problem Statement / Research Proposal submission:

(a) Students are expected to do the detailed literature survey during Winter Semester (2nd Semester) & Summer Semester, if required and be ready with the Problem Statement. This will be referred as a 'Research Proposal'.

(b) If a student has to go for Field Visit/Research Internship during summer semester, then s/he must deliver her/his 'Research Proposal' at the end of 2nd semester.

II. Evaluation of Research Proposal:

(a) Students are expected to present the research proposal on or before (x+10 days) [where, x is the date of commencement of 3rd semester] in front of the constituted thesis evaluation committee.

(b) The student should also present the timeline (3rd & 4th Semester) to finish the proposed work.

(c) The committee will evaluate the research proposal [Satisfactory or Unsatisfactory], and will approve the proposed timeline to finish the work on satisfactory performance.

(d) Supervisor(s), on behalf of committee, will forward the Literature survey report, problem statement, timeline for completion of proposed work and the performance (Satisfactory/Unsatisfactory) of his/her student(s) to the DPGC convener of the department on the very next working day of research proposal presentation.

(e) The DPGC Convener will prepare and submit the list [Admn No, Name, Title of Presentation, Broad Area, Name of Supervisor(s), Performance] to the AR (PG) within two weeks from the date of commencement of the 3rd Semester.

(f) If the performance of a student is 'unsatisfactory', the assistantship will be stopped and student will get next 30 days to present the research proposal again as the 'second attempt'.

(g) On satisfactory performance of the student during research proposal evaluation in the second attempt, the assistantship will be RESUMED. However, no arrear will be paid for

the stopped period.

(h) If the performance of student during research proposal evaluation is 'unsatisfactory' even in the second attempt, following actions shall be taken:

    i. The student will be DE-REGISTERED for the 3rd semester and will RESUME her/his academic program from the Winter Semester with assistantship. But no arrear will be paid during the stopped period of 3rd semester.

    ii. Student will present research proposal (third attempt) again on or before (x+10 days) [where, x is the date of commencement of 4th semester] in front of the constituted committee.

    iii. On 'satisfactory performance' assistantship will be paid from the date of presentation and such student will complete 18 credits of thesis in 4th semester and remaining 36 thesis credit (of 3rd semester) in Monsoon Semester (during 5th semester) without Assistantship and the arrear will not be paid of entire stopped period.

    iv. On 'unsatisfactory performance' the student in the third attempt, the thesis credit will be DE-REGISTERED from the semester and may register for the same in the Monsoon Semester (5th semester) without assistantship.

III. Implementation of Research Proposal (3rd Semester or 5th semester for lagging students):

    (a) The student will do the implementation work.

    (b) The constituted committee will evaluate the implementation work of the students at the end of the semester.

IV. Completion of the proposed work and paper writing (4th Semester or 6th semester for lagging students):

    (a) Proposed pending work to be completed during Winter Semester (4th Semester) along with course work (2 DE/OE courses).

    (b) Completion of the work includes Analysis, result preparation etc.

    (c) Paper writing & subsequent communication (preferably as the first author) for possible publication, if possible.

    (d) Supervisor(s) will submit the list of her/his student(s), who have completed the work and ready for the submission of M.Tech thesis, to the DPGC convener. Accordingly, DPGC convener will schedule the evaluation process during the specified schedule (as per the Academic Calendar).

    (e) The communicated/published paper (if any), along with the submission status from the publisher, will be a part of the final thesis.

    (f) The students who failed to complete the work in this semester will be given 'F' grade and s/he may register the thesis credits for the Summer semester (maximum 18 credits) to complete the work.

6.8.6.4 Process for Evaluation of M.Sc. Thesis

I. Literature Survey & Formulation of Problem Statement / Research Proposal submission:

    (a) Students are expected to do the detailed literature survey after first semester i.e., only after allotment of supervisor and be ready with the Problem Statement. This will be

referred as a 'Research Proposal'.

II. Evaluation of Research Proposal:

(a) Students are expected to present the research proposal on or before (x+10 days) [where, x is the date of commencement of 4th semester] in front of the constituted thesis evaluation committee.

(b) The student should also present the timeline to finish the proposed work.

(c) The committee will evaluate the research proposal [Satisfactory or Unsatisfactory], and will approve the proposed timeline to finish the work on satisfactory performance.

(d) Supervisor(s), on behalf of committee, will forward the Literature survey report, problem statement, timeline for completion of proposed work and the performance (Satisfactory/Unsatisfactory) of his/her student(s) to the DPGC convener of the department on the very next working day of research proposal presentation.

(e) The DPGC Convener will prepare and submit the list [Admn No, Name, Title of Presentation, Broad Area, Name of Supervisor(s), Performance] to the AR (PG) within two weeks from the date of commencement of the 4th Semester.

(f) If the performance of a student is 'unsatisfactory', the student will get next 30 days to present the research proposal again as the 'second attempt'.

(g) If the performance of student during research proposal evaluation is 'unsatisfactory' even in the second attempt, the thesis credit of such student will be DE-REGISTERED from the 4th semester. Such student may complete the 18 thesis credit (of 4th semester) in Summer Semester or in Monsoon Semester (during 5th semester).

(h) Such Student (lagging) will present research proposal (third attempt) again on or before (x+10 days) [where, x is the date of commencement of Summer or 5th semester] in front of the constituted committee and the process of evaluation will be carried out accordingly.

III. Implementation of Research Proposal (4th Semester or Summer/5th semester for lagging students):

(a) The student will do the implementation work.

(b) Paper writing & subsequent communication (preferably as the first author) for possible publication, if possible.

(c) The constituted committee will evaluate the implementation work of the students at the end of the semester.

(d) Supervisor(s) will submit the list of her/his student(s), who have completed the work and ready for the submission of M.Sc. thesis, to the DPGC convener. Accordingly, DPGC convener will schedule the evaluation process during the specified schedule (as per Academic Calendar).

(e) The communicated/published paper (if any), along with the submission status from the publisher, will be a part of the final thesis.

(f) The students who failed to complete the work in this semester will be given 'F' grade and s/he may register for the Summer semester (maximum 18 credits) to complete the work

6.8.6.5 Process for Evaluation of MBA Thesis of the batch admitted before 2023-2024

I. Literature Survey & Formulation of Problem Statement / Research Proposal submission:

   (a) Students are expected to do the detailed literature survey during Winter Semester (2nd Semester) & Summer Semester, if required and be ready with the Problem Statement. This will be referred as a 'Research Proposal'.

   (b) If a student has to go for Field Visit/Research Internship during summer semester, then s/he must deliver her/his 'Research Proposal' at the end of 2nd semester.

II. Evaluation of Research Proposal:

   (a) Students are expected to present the research proposal on or before (x+10 days) [where, x is the date of commencement of 3rd semester] in front of the constituted thesis evaluation committee.

   (b) The student should also present the timeline (3rd & 4th Semester) to finish the proposed work.

   (c) The committee will evaluate the research proposal [Satisfactory or Unsatisfactory], and will approve the proposed timeline to finish the work on satisfactory performance.

   (d) Problem statement, timeline for completion of proposed work and the performance (Satisfactory/Unsatisfactory) of his/her student(s) to the DPGC convener of the department on the very next working day of research proposal presentation.

   (e) The DPGC Convener will prepare and submit the list [Admn No, Name, Title of Presentation, Broad Area, Name of Supervisor(s), Performance] to the AR (PG) within two weeks from the date of commencement of the 3rd Semester.

   (f) If the performance of a student is 'unsatisfactory', the student will get next 30 days to present the research proposal again as the 'second attempt'.

   (g) If the performance of student during research proposal evaluation is 'unsatisfactory' even in the second attempt, following actions shall be taken :

      i. The 18 thesis credits of such student will be DE-REGISTERED from the 3rd semester. Such student will complete this 18 thesis credit (of 3rd semester) either in Summer Semester or in Monsoon Semester (during 5th semester).

      ii. Student will present research proposal (third attempt) again on or before (x+10 days) [where, x is the date of commencement of 4th semester] in front of the constituted committee.

      iii. On 'satisfactory performance', such student will complete the 18 thesis credit of 4th semester.

      iv. On 'unsatisfactory performance' the student in the third attempt, the thesis credit of such student will be DE-REGISTERED from the 4th semester. Such student will complete the 18 thesis credit (of 4th semester) in Summer Semester or in Monsoon Semester (during 5th semester).

III. Implementation of Research Proposal (3rd Semester or 5th semester for lagging students):

   (a) The student will do the implementation work.

   (b) The constituted committee will evaluate the implementation work of the students at the end of the semester.

IV. Completion of the proposed work and paper writing (4th Semester or 6th semester for lagging students):

(a) Proposed pending work to be completed during Winter Semester (4th Semester) along with course work (2 DE/OE & 2 SE courses).

(b) Completion of the work includes analysis, result preparation etc.

(c) Paper writing & subsequent communication (preferably as the first author) for possible publication, if possible.

(d) Supervisor(s) will submit the list of her/his student(s), who have completed the work and ready for the submission of MBA thesis, to the DPGC convener. Accordingly, DPGC convener will schedule the evaluation process during the specified schedule (as per Academic Calendar).

(e) The communicated/published paper (if any), along with the submission status from the publisher, will be a part of the final thesis.

(f) The students who failed to complete the work in this semester will be given 'F' grade and s/he may register for the Summer semester (maximum 18 credits) to complete the work.

6.8.6.6 Process for Evaluation of MBA (BA) Thesis

I. Literature Survey & Formulation of Problem Statement / Research Proposal submission:

(a) Students are expected to do the detailed literature survey during Winter Semester (2nd Semester) & Summer Semester, if required and be ready with the Problem Statement. This will be referred as a 'Research Proposal'

(b) If a student has to go for Field Visit/Research Internship during summer semester, then s/he must deliver her/his 'Research Proposal' at the end of 2nd semester.

II. Evaluation of Research Proposal:

(a) Students are expected to present the research proposal on or before (x+10 days) [where, x is the date of commencement of 3rd semester] in front of the constituted thesis evaluation committee.

(b) The student should also present the timeline to finish the proposed work.

(c) The committee will evaluate the research proposal [Satisfactory or Unsatisfactory], and will approve the proposed timeline to finish the work on satisfactory performance.

(d) Supervisor(s), on behalf of committee, will forward the Literature survey report, problem statement, timeline for completion of proposed work and the performance (Satisfactory/Unsatisfactory) of his/her student(s) to the DPGC convener of the department on the very next working day of research proposal presentation.

(e) The DPGC Convener will prepare and submit the list [Admn No, Name, Title of Presentation, Broad Area, Name of Supervisor(s), Performance] to the AR (PG) within two weeks from the date of commencement of the 3rd Semester.

(f) If the performance of a student is 'unsatisfactory', the student will get next 30 days to present the research proposal again as the 'second attempt'.

(g) If the performance of student during research proposal evaluation is 'unsatisfactory' even in the second attempt, the student will be DE-REGISTERED for the 3rd semester. Such student will complete the 36 thesis credit (of 3rd semester) in Monsoon

Semester (during 5th semester).

(h) Such Student (lagging) will present research proposal (third attempt) again on or before (x+10 days) [where, x is the date of commencement of 5th semester] in front of the constituted committee and the process of evaluation will be carried out accordingly.

III. Implementation of Research Proposal (3rd Semester or 5th semester for lagging students):

(a) The student will do the implementation work.
(b) Paper writing & subsequent communication (preferably as the first author) for possible publication, if possible.
(c) The constituted committee will evaluate the implementation work of the students at the end of the semester.
(d) Supervisor(s) will submit the list of her/his student(s), who have completed the work and ready for the submission of thesis, to the DPGC convener. Accordingly, DPGC convener will schedule the evaluation process during the specified schedule (as per Academic Calendar).
(e) The communicated/published paper (if any), along with the submission status from the publisher, will be a part of the final thesis.
(f) The students who failed to complete the work in this semester will be given 'F' grade and s/he may register for the thesis (36 Credit) in next Monsoon semester to complete the work.

6.8.6.7 Process for Evaluation of M.Sc.Tech. Thesis

I. Literature Survey & Formulation of Problem Statement / Research Proposal submission:

(a) Students are expected to do the detailed literature survey after first semester i.e., only after allotment of supervisor and be ready with the Problem Statement. This will be referred as a 'Research Proposal'.

(b) If a student has to go for Field Visit/Research Internship during summer semester (after 4th semester), then s/he must deliver her/his 'Research Proposal' at the end of 4th semester.

II. Evaluation of Research Proposal:

(a) Students are expected to present the research proposal on or before (x+10 days) [where, x is the date of commencement of 5th semester] in front of the constituted thesis evaluation committee.

(b) The student should also present the timeline (5th & 6th Semester) to finish the proposed work.

(c) The committee will evaluate the research proposal [Satisfactory or Unsatisfactory], and will approve the proposed timeline to finish the work on satisfactory performance.

(d) Supervisor(s), on behalf of committee, will forward the Literature survey report, problem statement, timeline for completion of proposed work and the performance (Satisfactory/Unsatisfactory) of his/her student(s) to the DPGC convener of the department on the very next working day of research proposal presentation.

(e) The DPGC Convener will prepare and submit the list [Admn No, Name, Title of Presentation, Broad Area, Name of Supervisor(s), Performance] to the AR (PG) within two weeks from the date of commencement of the 5th Semester.

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(f) If the performance of a student is 'unsatisfactory', the student will get next 30 days to present the research proposal again as the 'second attempt'.

(g) If the performance of student during research proposal evaluation is 'unsatisfactory' even in the second attempt, following actions shall be taken.

    i. The student will be DE-REGISTERED for the 5th semester and will RESUME her/his academic program from the Winter Semester.

    ii. Student will present research proposal (third attempt) again on or before (x+10 days) [where, x is the date of commencement of 6th semester] in front of the constituted committee.

    iii. On 'satisfactory performance', such student will complete 18 credits of thesis is 6th semester and remaining 36 thesis credit (of 5th semester) in Monsoon Semester (during 7th semester).

    iv. On 'unsatisfactory performance' the student in the third attempt, the thesis credit will be DE-REGISTERED from the semester and will register for the same in the Monsoon Semester (7th semester).

III. Implementation of Research Proposal (5th Semester or 7th semester for lagging students):

(a) The student will do the implementation work.

(b) The constituted committee will evaluate the implementation work of the students at the end of the semester.

IV. Completion of the proposed work and paper writing (6th Semester or 8th semester for lagging students):

(a) Proposed pending work to be completed during Winter Semester (6th Semester) along with course work (2 DE/OE courses).

(b) Completion of the work includes Analysis, result preparation etc.

(c) Paper writing & subsequent communication (preferably as the first author) for possible publication, if possible.

(d) Supervisor(s) will submit the list of her/his student(s), who have completed the work and ready for the submission of M.Sc.Tech. thesis, to the DPGC convener. Accordingly, DPGC convener will schedule the evaluation process during the specified schedule (as per Academic Calendar).

(e) The communicated/published paper (if any), along with the submission status from the publisher, will be a part of the final thesis.

(f) The students who failed to complete the work in this semester will be given 'F' grade and s/he may register for the Summer semester (maximum 18 credits) to complete the work.

6.8.6.8 Process for Evaluation of M.A. Thesis

I. Literature Survey & Formulation of Problem Statement / Research Proposal submission:

(a) Students are expected to do the detailed literature survey after first semester i.e., only after allotment of supervisor and be ready with the Problem Statement. This will be referred as a 'Research Proposal'.

II. Evaluation of Research Proposal:

(a) Students are expected to present the research proposal on or before (x+10 days) [where, x is the date of commencement of 4th semester] in front of the constituted thesis evaluation committee.

(b) The student should also present the timeline to finish the proposed work.

(c) The committee will evaluate the research proposal [Satisfactory or Unsatisfactory], and will approve the proposed timeline to finish the work on satisfactory performance.

(d) Supervisor(s), on behalf of committee, will forward the Literature survey report, problem statement, timeline for completion of proposed work and the performance (Satisfactory/Unsatisfactory) of his/her student(s) to the DPGC convener of the department on the very next working day of research proposal presentation.

(e) The DPGC Convener will prepare and submit the list [Admn No, Name, Title of Presentation, Broad Area, Name of Supervisor(s), Performance] to the AR (PG) within two weeks from the date of commencement of the 4th Semester.

(f) If the performance of a student is 'unsatisfactory', the student will get next 30 days to present the research proposal again as the 'second attempt'.

(g) If the performance of student during research proposal evaluation is 'unsatisfactory' even in the second attempt, the thesis credit of such student will be DE-REGISTERED from the 4th semester. Such student may complete the 18 thesis credit (of 4th semester) in Summer Semester or in Monsoon Semester (during 5th semester).

(h) Such Student (lagging) will present research proposal (third attempt) again on or before (x+10 days) [where, x is the date of commencement of Summer or 5th semester] in front of the constituted committee and the process of evaluation will be carried out accordingly.

III. Implementation of Research Proposal (4th Semester or Summer/5th semester for lagging students):

(a) The student will do the implementation work.

(b) Paper writing & subsequent communication (preferably as the first author) for possible publication, if possible.

(c) The constituted committee will evaluate the implementation work of the students at the end of the semester.

(d) Supervisor(s) will submit the list of her/his student(s), who have completed the work and ready for the submission of M.A. thesis, to the DPGC convener. Accordingly, DPGC convener will schedule the evaluation process during the specified schedule (as per Academic Calendar).

(e) The communicated/published paper (if any), along with the submission status from the publisher, will be a part of the final thesis.

(f) The students who failed to complete the work in this semester will be given 'F' grade and s/he may register for the Summer semester (maximum 18 credits) to complete the work

6.8.6.9 Process for Evaluation of Executive M.Tech. Thesis

Detailed process about the evaluation of Executive M.Tech. Thesis is available at Annexure – VII.

6.8.6.10 Process for Evaluation of Integrated M.Tech. & Dual Degree Thesis

I.   Literature Survey & Formulation of Problem Statement / Research Proposal submission:

    (a) Students are expected to do the detailed literature survey during Winter Semester (8th Semester) & Summer Semester, if required and be ready with the Problem Statement. This will be referred as a 'Research Proposal'.

    (b) If a student has to go for Field Visit/Research Internship during summer semester, then s/he must deliver her/his 'Research Proposal' at the end of 8th semester.

II.   Evaluation of Research Proposal:

    (a) Students are expected to present the research proposal on or before (x+10 days) [where, x is the date of commencement of 9th semester] in front of the constituted thesis evaluation committee.

    (b) The student should also present the timeline (9th & 10th Semester) to finish the proposed work.

    (c) The committee will evaluate the research proposal [Satisfactory or Unsatisfactory], and will approve the proposed timeline to finish the work on satisfactory performance.

    (d) Supervisor(s), on behalf of committee, will forward the Literature survey report, problem statement, timeline for completion of proposed work and the performance (Satisfactory/Unsatisfactory) of his/her student(s) to the DPGC convener of the department on the very next working day of research proposal presentation.

    (e) The DPGC Convener will prepare and submit the list [Admn No, Name, Title of Presentation, Broad Area, Name of Supervisor(s), Performance] to the AR (PG) within two weeks from the date of commencement of the 9th Semester.

    (f) If the performance of a student is 'Unsatisfactory', the assistantship will be stopped and student will get next 30 days to present the research proposal again as the 'second attempt'.

    (g) On satisfactory performance of the student during research proposal evaluation in the second attempt, the assistantship will be RESUMED. However, no arrear will be paid for the stopped period.

    (h) If the performance of student during research proposal evaluation is 'unsatisfactory' even in the second attempt, following actions shall be taken

        i. The student will be DE-REGISTERED for the 9th semester and will RESUME her/his academic program from the Winter Semester with assistantship. But no arrear will be paid during the stopped period.

        ii. Student will present research proposal (third attempt) again on or before (x+10 days) [where, x is the date of commencement of 10th semester] in front of the constituted committee.

        iii. On 'satisfactory performance' assistantship will be resumed from the date of presentation but no arrear will be paid during the stopped period. Such student will complete the 36 thesis credit (of 9th semester) in Monsoon Semester (during 11th semester) without Assistantship.

        iv. On 'unsatisfactory performance' the student in the third attempt, the thesis credit

will be DE-REGISTERED from the semester and will register for the same in the Monsoon Semester (11th semester) without Assistantship.

III. Implementation of Research Proposal (9th Semester or 11th Semester for lagging students):

(a) The student will do the implementation work.

(b) The constituted committee will evaluate the implementation work of the students at the end of the semester.

IV. Completion of the proposed work and paper writing (10th Semester or 12th semester for lagging students):

(a) Proposed pending work to be completed during Winter Semester (10th Semester) along with course work (2 DE/OE courses).

(b) Completion of the work includes Analysis, result preparation etc.

(c) Paper writing & subsequent communication (preferably as the first author) for possible publication, if possible.

(d) Supervisor(s) will submit the list of her/his student(s), who have completed the work and ready for the submission of Integrated M.Tech./Dual Degree thesis, to the DPGC convener. Accordingly, DPGC convener will schedule the evaluation process (as per PG Manual) during the specified schedule (as per Academic Calendar).

(e) The communicated/published paper (if any), along with the submission status from the publisher, will be a part of the final thesis.

(f) The students who failed to complete the work in this semester will be given 'F' grade and s/he may register for the Summer semester (maximum 18 credits) to complete the work without assistantship.

6.8.7 Final Submission of Thesis

The final version of the thesis (soft copy) as per the guidelines provided in Annexure-VI, after incorporating all the suggestions indicated at the time of presentation of final thesis, is to be submitted to the Central Library for record purpose.

The following documents need to be submitted to the Convener, DPGC of the respective department by the student for the record purpose:

(a) Certificate for Final Version of Thesis signed by the Supervisor & HoD.

(b) Receipt of Soft Copy of Thesis at Central Library [**Applicable Form PG5**].

The Convener, DPGC will submit the consolidated list of all such students, who have submitted the above documents to the department, along with the MIS generated grade list & grade statistics to the academic section for the publication of result.

6.8.8 Relative Grading

Relative grading will be used to award grades. Grading will be template free for all programs. However, A, A+ should not exceed 25% and D, F should not exceed 10% as indicated in Table 13. For the non-contact and practical courses, grading will be made template free, like Table 14.

Table 13: <u>For Theory Courses</u>		Table 14: <u>For Non-contact and Practical courses</u>

Grades	% of Students	
A+, A	Max 25 %	Template Free Grading
B+, B, C+, C	65 to 100%	
D, F	Max 10%	

A course in which a student gets F grade will be considered as '0' grade point for SGPA and CGPA calculation.

6.8.9 Letter Grades and Weightages

At the end of the semester, students are awarded a letter grade in each registered course(s) by the concerned course coordinator taking into consideration their performance in various examinations, quizzes, assignments, laboratory work (if any), etc., and their regularity of attendance in classes (if applicable). The grades will be awarded on the basis of total marks obtained in a course. The Thesis grades will be awarded as per Section 6.8.3.

The letter grades, their descriptions, and the numerical equivalents on a 10-point scale (called Grade Points) are as shown in Table 15:

Table 15: <u>Details of Letter Grades</u>

Grade	Grade Point	Description
A+	10	Outstanding
A	9	Excellent
B+	8	Very Good
B	7	Good
C+	6	Above Average
C	5	Average
D	4	Pass
F	0	Fail
S	0	Satisfactory
X	0	Unsatisfactory
I*	0	Incomplete

To be converted in Pass/Fail grade after completion of the required process of that semester.

In certain courses such as field training, internship, etc., Satisfactory (S) / Unsatisfactory (X) grade is awarded. Grade 'X' implies that the student has failed in the course. S / X grades are not used in the calculation of SGPA/CGPA.

'I' grade shall be awarded to a student in case s/he is unable to appear in the regular end-semester examination and has been allowed for the make-up examination. In this case, "I" grade will be converted to a letter grade depending on her/his performance in the make-up examination. Otherwise, all "I" grade will be converted in to "F" grade automatically at the time of publication of result of that respective semester.

If a student's make-up end-semester examination of a course is evaluated after the regular grades of the same course has been submitted, then the student should be assigned a grade based on the cut-off marks for the regular grades and will be considered supernumerary.

6.8.10 Results of Examinations and Quizzes

The final grades of all the registered students in a course must be submitted as per the timeline given in Table 16:

Table 16: <u>Timeline for submission of Grades</u>

Sl. No.	Student registrations for a course	Time to show answer scripts (days*)	Mark submission & Grading (days*)	The hard copy of Grading Details & Statistics is to be sent to the Academic Section by (days*)
1	Up to 25	3	4	5
2	26 to 100	6	7	8
3	101 to 150	8	9	10
4	Above 150	9	10	11

To be counted from the date of examination (excluding the exam date).

Answer books for mid-semester and end-semester examinations must be shown to the students at a mutually convenient time, within the specified period as mentioned in academic calendar. Answer books for quizzes must be shown to the students within seven working days from the date of the quiz. The written comments of the students may be considered before assigning the final grades.

Solutions to examinations/quizzes with stepwise marking for each question must be uploaded in MIS before showing the answer books to the students. Students are responsible to be present to see the answer books, assignments, etc. at the time specified by the Course Coordinator/Instructor.

All answer books shall be preserved for one year from the date of examination by the concerned course instructor.

6.8.11 Semester Grade Point Average (SGPA)

The following formula may be used for calculating the Semester Grade Point Average (SGPA):

$$SGPA = \frac{TCP}{TC} = \frac{G_1 C_1 + G_2 C_2 + G_3 C_3 + \cdots}{C_1 + C_2 + C_3 + \cdots}$$

where, G_1, G_2, etc. stands for the Grade Point obtained in the specified courses and C_1, C_2, etc. stands for the Credits of the respective courses. TCP stands for Total Credit Points and TC stands for Total Credits. SGPA stands for the Semester Grade Point Average and will be calculated up to 2 places of decimal.

S and X grades shall not be considered in the calculation of SGPA. Whenever a student is allowed to repeat or substitute a course, the new letter grade awarded in the course shall be substituted in place of the old letter grade. The new letter grade shall be used in the calculation of SGPA.

6.8.12 Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) indicates the cumulative academic performance of a student. It is computed in the same manner as the SGPA, except that all the courses registered up

to and including the latest completed semester are considered in the calculation of CGPA, as indicated below.

The CGPA (Cumulative Grade Point Average) at the end of the second semester onwards until the program is completed shall be calculated on the basis of the Total Credits for courses of each semester as indicated below:

$$CGPA = \frac{TCP_1 + TCP_2 + TCP_3 + \cdots}{TC_1 + TC_2 + TC_3 + \cdots} = \frac{\sum_{i=1}^{n} TCP_i}{\sum_{i=1}^{n} TC_i}$$

where, 'i' is the number of the semester. Along with the SGPA, the Cumulative Grade Point Average (CGPA) shall also be shown in the Grade Card / Report of every semester of the program. Whenever a student is permitted to repeat or substitute a course and a new letter grade is awarded, the new letter grade will be substituted for the old letter grade and will be used in the computation of the SGPA/CGPA. However, both grades shall be mentioned in the Grade Card.

6.8.13 Overall Grade Point Average (OGPA)

The graduating CGPA is called the OGPA.

6.8.14 Conversion from OGPA to Percentage

The graduating OGPA multiplied by 10 will give the graduation marks in percentage.

6.8.15 Declaration of the Final Result

The grades earned by a student in each semester examination can be seen and downloaded from the MIS. A Final Grade Sheet shall be issued to each student on completion of the academic program. A duplicate copy, if required, can be obtained on payment of the prescribed fee.

6.8.16 Withholding of Grades

The grades of a student may be withheld, if s/he has not paid the dues, or if there is a case of misconduct / unfair means / non-submission of semester feedback / disciplinary action pending against her / him, or for any other appropriate reason as per the directives of the Senate.

6.8.17 Change of an already Awarded Grade

A grade once awarded shall be final. However, upon a request from the Course Instructor [**Form F1 is applicable**] routed through the Head of the Department, the Chairman, Senate in consultation with the Dean (Academic) may allow the revision of grades with proper justification.

The change of grade request should contains the proper justification about the request and that should include:

(a) Existing details of marks distribution against each course components.

(b) Corrected details of marks distribution against each course components.

(c) Highlighting the portion of the answer scripts (if any), which has affected the marks/grade awarded.

No request for a change of grade(s) shall be considered, if the request is made after six weeks of the declaration of the result.

6.8.18 Course Feedback

The students will give feedback against all the registered courses of every semester and the instructors involved in teaching those courses through MIS, within the specified duration given in the Academic Calendar.

This is mandatory for the students to give the feedback. If any student fails to give the feedback within the specified duration then the result of the student will not be declared of that particular semester and the grade card of the student will not be generated on the MIS portal. In addition, the student will not be eligible for participating in the branch change and getting any kind of financial assistance. A fine of Rs.1000/- may also be imposed on the defaulters.

CHAPTER 7   ACADEMIC REQUIREMENTS FOR THE AWARD OF DEGREE

7.1   Minimum and Maximum duration

Section 2.2 lists the minimum and maximum durations permitted in a program and credit requirements for graduation in various programs. The minimum and maximum duration allowed will include any regular semester(s) (Monsoon/Winter) in which a student is registered at IIT (ISM), Dhanbad but may have spent that semester as a non-degree student at some other Institutions while still pursuing the said academic program at IIT (ISM), Dhanbad.

The Senate may relax the prescribed minimum residency period of a student, if it is considered that the credits earned by her/him in the Institute or at other Institutes satisfies the graduation requirement of the program to award the degree.

After completion of the maximum duration, the academic program of the student will be terminated automatically. However, the student may make an appeal for reinstatement. At the time of appeal, the following needs to be submitted by the student to the Convener, DPGC through supervisor along with the application [**Form A5 is applicable**]:

(i)   A proper justification for the reason for which the academic program has not been completed within the stipulated period.

(ii)   An undertaking that the pending courses/credits will be completed/earned within the extended period failing which the academic program will be terminated automatically and no further appeal for reinstatement will be entertained.

(iii) An academic roadmap to be submitted that should include the plan to complete/earn the pending courses/credits required for the completion of the academic program.

All such appeals will be considered by the Chairman, Senate on case-to-case basis and maximum two semesters (one year) may be given to the student, beyond the specified maximum duration prescribed for completion of the academic program. And accordingly the academic program of the student will be reinstated.

Semester registration and fee payment is mandatory during the extended period. And no semester leave is permitted during the extended period.

No further extension will be permissible after completion of the extended period whatever the reason may be and the academic program of the student will be terminated automatically at the end of the extended duration.

7.2   Minimum Academic Requirement

In order to graduate, a student must clear all courses as per the respective course structure, satisfying the minimum credit requirement in each course category as indicated in Section 2.3. In addition, the students must obtain a minimum OGPA of 5.0. In exceptional circumstances, the Senate may grant any other relaxation / restriction in the minimum academic requirements.

7.3   Graduation

A student is deemed to have completed the requirements for graduation, if s/he has:

(a)   Fulfilled the minimum duration and other academic requirements as prescribed.

(b)   Satisfied additional requirements, if any, of the concerned department,

(c)   Cleared all dues, and

(d) No case of misconduct / unfair means / indiscipline is pending against her/him.

A student graduating with an OGPA of 9.0 or above is certified to have graduated with Distinction in the given program. The final grade card / report of the student shall record the "Distinction".

7.4 Award of Degrees

A student, who has completed all the requirements for graduation as specified in sub-section 7.3, shall be recommended by the Senate to the Board of Governors (BOG) for the award of the appropriate degree in the ensuing convocation. The degree will be awarded subject to the approval of BOG.

7.5 Withdrawal of the Degree

Under exceptional circumstances, where gross violation of graduation requirements is detected at a later stage or the awardee of the degree has been convicted by a court of law for moral turpitude.

In all such cases, the Senate may recommend to the Board of Governors for withdrawal of the degree already awarded to the person.

7.6 Multiple Exit Options in PG Programs

Keeping in view on the trends of the PG students to quit from the academic program without completing the requirements for obtaining the Postgraduate Degree, multiple exit options (temporary or permanent) are given after completing their courses of first year (three semesters in case of M.Sc.Tech.).

7.6.1 Provision for Semester Leave (temporary withdrawal) and come back again for Completion of the requirements for obtaining the PG Degree.

(a) The maximum permissible duration of Semester Leave (temporary withdrawal) is Two Semesters.

(b) The maximum duration for completion of the PG program is Three Years (4 years for 3-Year M.Sc.Tech.).

(c) In case, the student is unable to re-join and complete the PG program within the maximum permissible time frame then the student may claim for PG Diploma. The PG Diploma will be awarded subject to fulfillment of the eligibility criteria and the terms and conditions cited in Section 7.6.2.

7.6.2 Provision for permanent exit from PG Program with a PG Diploma

If any PG student wants to exit from the academic program permanently without completing the requirement of the PG Degree, then PG Diploma will be awarded subject to clearing certain number of the prescribed courses within the specified duration. The following criteria, and terms and conditions are to be followed in this regard:

7.6.2.1 Eligibility criteria for obtaining the PG Diploma:

(a) The PG students will be eligible for getting a PG Diploma after completion of the first two semesters (first three semesters in case of 3-Year M.Sc.Tech.) of their academic program.

(b) All the courses prescribed in the first two semesters (first three semesters in case of 3-Year M.Sc.Tech.) in the course structure needs to be completed in single attempt.

(c) The students must obtain a minimum CGPA of 6.0 at the end of the second semester (at the end of third semester in case of 3-Year M.Sc.Tech.).

7.6.2.2 Other Terms and conditions for obtaining the PG Diploma

(a) The student has to express her/his willingness to quit from the PG program after completion of the first two semesters (three semesters for 3-Year M.Sc.Tech.).

(b) The PG Diploma in Engineering/Science/Management will be awarded subject to the fulfilment of the eligibility criteria cited above.

(c) For awarding of the PG Diploma in Engineering/Science/Management, any kind of relaxation in the academic requirements will not be given.

(d) PG Diploma will be awarded only when the other degrees of the various academic programs will be conferred in the Convocation of every Academic Year.

(e) Once the request of the student to allow her/him to withdraw from the PG program permanently is accepted, and the student has chosen the option to have a PG Diploma, then no further request for completing the PG program and obtaining the PG Degree will be entertained.

CHAPTER 8   LEAVE RULES

Leave of absence during the semester is discouraged for all registered students. However, for bona fide reasons or for any extenuating circumstances such as illness, accidents or serious family problems, a student may apply for leave through MIS (Leave Application Portal). Leave is not a right, it is a privilege given to the students.

8.1 Procedures & Guidelines to avail Leave

The Postgraduate (PG) students are eligible for availing the following leaves during the entire period of their academic program and s/he may apply through MIS (Leave Application Portal):

A. *Vacation Leave
B. Short Leave
C. Medical Leave
D. Semester Leave:
   (i) On Medical Ground,
   (ii) For Joining a Job,
   (iii) Other Reasons
E. Academic Leave
(i) For Academic Activities: Proceeding to other Institute/University for pursuing academic activities, attending conference/seminar/workshop, field visit etc.
(ii) For Research Internship: Proceeding to other Institution/Industry for Research Internship
F. Maternity Leave
G. Paternity Leave
H. Special Leave (SPL)
I. Extra-Ordinary Leave (EOL)

Details of the leaves are cited below:

Sl. No.	Leaves	Maximum Duration	Procedures & Guidelines
A	*Vacation Leave (Students of M.Tech. and the Integrated M.Tech./Dual Degree in their 9th and 10th semester are eligible for availing of this leave.)	Thirty days in an Academic Year to be availed during Mid Semester Breaks/Summer Vacation/Winter Vacation only.	(a) Vacation Leave can be availed for a maximum period of **TEN** days at a stretch. However, this Ten days cap will not be applicable during the period of vacation when the semesters are not in progress. (b) Leave will be sanctioned for a bona fide reason except during the period of Mid and End Semester Examinations, if pursuing the course work or s/he is assigned any TA duty for conducting the examination. (c) The duration of vacation leave includes Saturday & Sunday (excluding the prefix and suffix). (d) Consent of the supervisor is mandatory. (e) To be applied through MIS (Leave Module) prior to availing the leave with station leave permission, if required for going out of station.

B	Short Leave	Five (05) working days in a regular semester and Three (03) working days in the summer semester.	(a) Leave will be sanctioned only for a bona fide reason. (b) No leave is permissible during the period of Mid-Semester and End-Semester Examinations. (c) To be applied through leave module of MIS prior to availing the leave with station leave permission, if require for going out of station.
C	Medical Leave	Ten (10) working days in a regular semester and Five (05) working days in the summer semester	(a) To be applied through leave module of MIS on the very same day when the Doctor of Institute Health Center advised the rest. (b) Leave will be sanctioned based on the medical certificate issued by the Institute Health Centre. (c) Intimation to the Convener, DPGC & Supervisor (if allotted) is mandatory. (d) If a student is out-of-station (on approved leave) and fall sick and willing to extend the leave period on medical ground, then s/he needs to inform the Convener, DPGC & Supervisor (if allotted) for further processing of sanctioning of leave, if deemed fit.
D	Semester Leave		
(i)	On Medical Ground	Two Semesters in the entire academic program	(a) Prolonged physical and mental illness; (b) Recommendation from the Institute's Medical Board will be mandatory; (c) Application to be submitted before the semester registration.
(ii)	For Joining a Job	Two Semesters in the entire academic program	Refer Section 8.2 of the PG manual for detailed information about the semester leave for joining a job.
(iii)	Other Reasons	One Semester	• Serious family calamity • If the compulsory course(s) is (are) left for completion of the academic program but not offered in that particular semester.
E	Academic Leave		
(i)	Academic Activities	Two Semesters in the entire academic program	Refer section 9.1 of the PG manual for detailed information about the academic leave for pursuing academic activities in other institutions as a Non-degree students.
		Ten (10) working days in a regular semester and Three (03) working days in the summer semester	Refer section 9.2 of the PG manual for detailed information about the academic leave for attending conference/seminar/workshop, field visit etc.

(ii)	Research Internship	One Semester in the entire academic program	Refer Chapter 9 of the PG manual for detailed information about the Academic Leave for pursuing research internship in other Institutions/Industry.
F	Maternity Leave	As per the prevailing GoI rules	Rules and regulations of the maternity leave including miscarriage, medical termination of pregnancy will be applicable as per the guidelines of the GoI.
G	Paternity Leave	As per the prevailing GoI rules	A male student may be granted paternity leave for a period as per the prevailing government guidelines.
H	Special Leave (SPL)	As per approval	• Special Leave can be approved only for representing the institute at various Sports/Cultural/Tech Fest events upon nomination/approval for the same by the institute. • Assistantship will continue to be paid to the eligible students. • No waiver in attendance requirement of 75%. • The duration of special leave includes Saturday, Sunday & Holiday (excluding the prefix and suffix).
I	Extra-Ordinary Leave (EOL)	As per approval	• Extra-Ordinary Leave can be approved only in extraordinary circumstances and only if all entitled leaves are exhausted. • No assistantship will be paid during leave duration to the eligible students. The maximum duration for payment of assistantship will also remain the same. • No waiver in attendance requirement of 75%. • The duration of Extra-Ordinary Leave includes Saturday, Sunday & Holiday (excluding the prefix and suffix).

* The mentioned terms and conditions are applicable for the M.Tech. & 5th year students of Integrated M.Tech. & Dual Degree only. However, the other PG students who are not getting any institute assistantship can avail all vacations with an information to the supervisor, if allotted.

NOTE:

(i) The student will be de-registered from all the registered courses of a semester, if s/he remains absent from all academic activities for more than 20 working days during a semester, even with an approved leave (including medical ground, SPL, EOL). For appearing in the examination of a particular course a minimum of 75% attendance is mandatory.

(ii) Absence without sanctioned leave or leave longer than the prescribed leave rules will entail loss of financial assistantship Students of M.Tech. and Integrated M.Tech./Dual Degree in 9th and 10th semester) for the period of absence and may result in the termination of the academic program automatically due to unauthorized absence.

8.2 Semester Leave for Joining of a job

The following eligibility criteria, and terms and conditions are to be fulfilled by the students at the time of applying for semester(s) leave as well as at the time of re-joining for completion of the PG program:

8.2.1 Eligibility criteria for getting semester(s) leave for joining a job

(a) The PG students will be eligible for taking semester(s) leave only after completion of their first two semesters (three semesters in case of 3-Year M.Sc.Tech.).

(b) All the courses of the first two semesters (three semesters in case of 3-Year M.Sc.Tech.) prescribed in the course structure needs to be completed in single attempt.

8.2.2 Terms and conditions at the time of applying for semester(s) leave

(a) Semester(s) leave will be permissible on medical ground or any extenuating and exceptional circumstances including joining a job.

(b) The maximum permissible period of leave will not be more than two semesters. The total permissible time frame to finish the PG program will be maximum 3 years (4 years in case of 3-Year M.Sc.Tech.) from the date of admission.

(c) The granted semester leave will be considered as an Idle Semester and the students are required to register as per the norms of the Idle Semester.

(d) Student will pay the prescribed Idle Semester fee as per the fee payment schedule of the Academic Calendar.

(e) Student will furnish an undertaking by declaring the following:

   (i) If s/he fails to continue her/his academic program after availing the maximum duration of the semester(s) leave then the semester leave application will be considered as a request for permanent withdrawal from the PG program.

   (ii) After completion of the maximum duration of semester leave (two semesters) s/he will not make any request for further extension of leave whatever the reason may be. Further, no such requests will be considered by the Institute.

   (iii) In case, the student is allowed to take semester(s) leave for joining a job after completion of first two semesters (three semesters in case of 3-Year M.Sc.Tech.), s/he will not be allowed for completion of any academic activities (such as thesis work or online classes) during the leave period.

8.2.3 Terms and conditions for continuing the PG Program after availing the semester(s) leave

(a) After availing the semester leave (maximum two semesters), the students will submit an application duly endorsed by the DPGC, Convener and the supervisor well in advance before the last date of pre-registration for that particular semester.

(b) In any case, the student will not be allowed to register after the last date of pre-registration for a semester.

(c) A No-Objection Certificate from the employer, stating that the employee is granted study leave for completion of her/his PG program, will be required to be submitted by the student before pre-registration for the semester.

(d) In case of resignation from the job, a Resignation Acceptance Letter / Relieving Letter from the employer will be required to be submitted by the student before pre-registration for the semester.

9.1   Permission to proceed to other Institutions

A student may be permitted by the Chairman, Senate to proceed to other academic institutions in India or abroad as a non-degree student so as to broaden her/his horizons and gain course-work experience. The following guidelines and procedures shall apply for this purpose:

(a) A student, who satisfies the minimum eligibility criteria given below, may spend up to two regular semesters in any academic institution of repute in India or abroad.

(b) The semester spent as a non-degree student will be counted as a part of the time spent in the pursuit of the degree and the same will be counted towards the minimum-maximum duration.

9.1.1 Eligibility

(a) Completion of 100 credits of course work.
(b) A minimum CGPA of 8.0.
(c) No pending backlog (Failed/Dropped).
(d) There should not be any disciplinary action against the student.

9.1.2 Application Procedure

(a) The student shall apply to the Convener, DPGC through Supervisor, giving details of the proposed program and shall submit a statement of purpose with sufficient information about the Institution where s/he has chosen to spend time as a non-degree student [**Form PG2 is applicable**].

(b) A letter of permission from the host institute/organization should be sought and to be submitted along with the application.

(c) The DPGC shall examine the student's proposal to determine whether the proposed program is of a similar nature as the program at IIT (ISM) Dhanbad, and that the student will benefit from the exposure and the performance at the outside organization / Institute.

(d) Approval of Dean (IRAA) is required in case of Course/Research Work in any country other than India.

(e) On the recommendation of the DPGC, the Dean (Academic) may recommend the proposal to the Chairman, Senate for approval, with leave of absence to the student to proceed as a non-degree student to the selected Institution.

(f) Any application for waiver of credits at IIT (ISM) Dhanbad or transfer of credits from the other Institution shall be decided in accordance with the procedure given in section 9.1.3.

(g) AR (PG) will issue Office Memorandum.

(h) The student will be entitled to leave the institute and join the other institute/organization for course/research work only after issuance of the Office Memorandum from the academic section.

9.1.3 Transfer of Credits and Waiver in-lieu thereof

(a) The permission to proceed to another institution as a non-degree student does not imply that the student will automatically get a waiver from the academic and other requirements of her/his ongoing PG program at the Institute.

(b) On return, the student may apply for a waiver of courses from her/his program template which s/he thinks are equivalent to the courses successfully completed at the outside Institute as a non-degree student. The student must submit an official grade sheet obtained by her/him at the

outside Institute as a non-degree student and other documents/materials that the concerned DPGC may require for verifying the equivalency of the courses at par with the courses prescribed in the course structure of her/his academic program at IIT(ISM).

(c) The DPGC will consider and determine, in a manner it deems fit, the equivalent courses (credits) and/or requirements for which the student may be given a waiver in her/his PG program at IIT (ISM) Dhanbad.

(d) On the recommendation of the DPGC and Dean (Academic), the Chairman, Senate may allow a student a waiver for a maximum of 100 credits against the course work completed elsewhere as a non-degree student, subject to relevant mapping of the courses.

(e) The grades earned at any other Institution will not be used for calculating SGPA/CGPA. However, in such cases, the name of course, credits earned and name of the Institution must be mentioned in the grade sheet.

9.2 Permission to proceed for other academic-related activities

The students may be allowed to proceed for the following activities during their entire academic program:

(a) To present their research findings in Conferences/Symposiums/Workshops/Seminar etc.

(b) Short visit in industry/laboratories for practical exposure.

(c) Field visit, sample collection etc. as part of their research activities and course curriculum.

9.2.1 Procedure to be followed for tour approval

(a) Submission of Tour approval form, along with all relevant documents, to the Supervisor.

(b) On recommendation of supervisor and HoD, the application (along with all relevant documents) will be forwarded to the office of Dean (Academic) for the consideration and necessary approval. The application should be routed through the office of Dean (R&D) in case of funding through the ongoing sponsored project.

(c) All such application should reach to the office of Dean (Academic) at least 7 days prior to the date of journey.

(d) The student will be entitled to leave the institute only on approval of her/his tour.

9.3 Permission to proceed for Research Internship at other Institutions/Industry

In order to help students broaden their horizons and enrich their cultural and academic experience, provision has been given to the students to proceed to other academic/research institutions/industry in India or abroad.

9.3.1 Modalities for Research Internship at other Academic Institution / R&D Organization / Industry

(a) Research Internship is permissible only after successful delivering of Research Proposal seminar.

(b) Consent of the supervisor is mandatory for the research internship.

(c) Research Internship is permitted as per the following timeline:

Program	Time Period
2 Year M.Tech.	Summer and 3rd Semester
2 Year MBA (BA)	Summer and 3rd Semester
3 Year M.Sc.Tech.	Summer and 5th Semester
5 Year Integrated M.Tech. & Dual Degree	Summer and 9th Semester

(d) Institute fellowship, if any, will be stopped for the duration of paid research internship.

(e) An undertaking will be furnished by the student stating that s/he will not make any claim for PG degree without completing all the research work as per the delivered Research Proposal Seminar. The student will also give a declaration in the undertaking that s/he will extend her/his stay beyond the specified duration (i.e., 2 years for M.Tech./M.Sc./MBA/MBA(BA), 3 years for M.Sc.Tech., and 5 years for Integrated M.Tech. and Dual Degree) but not more than maximum specified duration to complete all remaining research work.

9.3.2 Procedure to be followed by all Interns before start of Research Internship

(a) Submit an application [**Form PG2 is applicable**], along with all relevant documents, to the Supervisor.

(b) On recommendation of supervisor and the thesis evaluation committee, the application will be forwarded to the DPGC for their consideration.

(c) Based on the recommendation of the DPGC, HoD may issue NOC.

(d) Approval of Dean (IRAA) is required in case of Research Internship in any country other than India.

(e) On approval of the Research Internship request, the HoD will forward a copy of entire documents (along with NOC) to AR (PG) for issuing an office memorandum.

(f) The student will be entitled to leave the institute and join the other institute/organization for research internship only after issuance of the Office Memorandum from the Academic Section.

(g) On return, the student must report to the concerned Supervisor and Convener, DPGC with a copy to Academic Office.

(h) If the duration of the Research Internship/Academic Work is extended beyond the approved duration, whatever the reason may be, prior permission needs to be obtained from the approving authority through the Supervisor/Convener, DPGC. Otherwise it will be considered as unauthorized absence which may result in the termination of the academic program automatically

9.4 Admission of Students of other Institutions (Non-degree Students) for carrying out Research or for Study

(a) A student of any other Indian / foreign Institute / University, may be allowed to study at IIT(ISM), Dhanbad for a maximum period of two semesters including summer semester. They may be allowed for doing course work or for carrying out a part of the research work so as to fulfill the academic requirements of their parent Institute / University. In all such cases, the earned credits at the Institute shall be transferred to the parent Institution.

(b) All such applicant must be recommended by their parent Institute / University.

(c) For doing course work or for carrying out a part of the research work, the applicant has to pay the requisite academic fee / hostel fee (depending upon the status, program and nationality) to the IIT (ISM), Dhanbad and other charges, as may be specified at the time of joining this Institute.

(d) All such students admitted shall be governed by the Code of Conduct for the students and the regulations and discipline of IIT (ISM) Dhanbad.

(e) The strength of non-degree students in any program should not be more than 10% of the sanctioned strength of the program.

9.4.1 Application Procedure

(a) The applicant must submit an application to the Dean (Academic) for seeking admission to the institute.

(b) All such applications will be scrutinized by the academic section and the same will be forwarded to the HoD of respective department for their recommendation.

(c) The concerned HoD, in consultation with the DPGC, will examine the application and recommend the same to the Dean (Academic).

(d) The recommendation of the department may be considered by the Chairman, Senate for approval.

An official grade sheet against the academic activities done at IIT (ISM) Dhanbad would be given to the non-degree student for her/his use as s/he may deem appropriate. However, any credits earned at the Institute by a non-degree student cannot be counted towards any degree program of IIT (ISM) Dhanbad at any time.

9.5   Intimation about the Industrial Internship

The following guidelines to be followed by the student who will pursue the Industrial Internship:

(a) On getting the industrial internship, the student will intimate the same to the academic section [**Form PG8 is applicable**].

(b) No financial assistance will be provided during the period of Industrial Internship.

(c) If the internship period extends beyond the summer semester, then it will be mandatory to take a semester leave of that particular semester and that semester will be treated as an idle semester. The registration of that semester by paying the applicable fees prescribed for idle semester will be mandatory failing which s/he will be considered as an unregistered student which may result in the termination of the academic program automatically.

(d) Student will be allowed to avail only one semester leave for pursuing the Industrial Internship. After completion of one semester no further extension will be given and student will not be allowed to join the Institute after commencement of the classes whatever the reason may be.

(e) An undertaking will be furnished as per the Form PG8.

(f) The student will be entitled to leave the institute and join the industry for internship only after issuance of the Office Memorandum from the Academic Section.

(g) On return, the student must report to the concerned Supervisor and Convener, DPGC, with a copy to Academic Office.

(h) As per provision, no financial assistance is given if the duration for completion of the academic program is extended, whatever the reason may be.

CHAPTER 10   FINANCIAL ASSISTANCE, SCHOLARSHIPS, AWARDS AND MEDALS

10.1   Financial Assistance

(a) Institute Assistantship shall be awarded to M.Tech. students on a semester to semester basis for a maximum period of 24 months.

(b) The assistantship will be paid up to 15th May of that year for the graduating students.

(c) The admissible amount of the Assistantship will be paid as per the guidelines of the MOE (Ministry of Education) Government of India.

(d) A student is expected to devote up to eight hours per week towards job(s) assigned to her / him by the departmental authority.

(e) The monthly payment or renewal of assistantship is contingent on the student's performance in the academic program and in the discharge of assistantship duties.

(f) A pro-rata deduction from the amount of the Assistantship will be made if student avails any leave beyond the admissible period.

(g) M.Sc. / MBA / M.Sc.Tech./M.A./Exec. M.Tech. students shall not be provided Institute Assistantship.

(h) The student will be eligible for getting financial assistance from a single source (Institute/Other funding agency) at a time.

10.1.1 SGPA/CGPA Criteria for Availing Assistantship

The Assistantship criteria for considering the eligibility of students of M.Tech / Dual Degree / Integrated M. Tech programs are explained hereunder:

(a) Initial Eligibility –

   (i) For M.Tech Students - The assistantship will be awarded in the first year to GATE qualified students. B.Tech graduates from the IITs getting a CGPA of 8 or above (on a scale of 10) would also be eligible without having to appear in GATE.

   (ii) For Dual Degree/ Integrated M.Tech Students - The assistantship will be awarded to students in the 5th year if they have qualified GATE or have been awarded a CGPA of 8 or above at the end of 8th Semester.

(b) The continuation of the assistantship during each semester is contingent upon good academic performance and achievement of a minimum Semester Grade Point Average (SGPA) of 6.50 (on a scale of 10) for UR/OBC students and SGPA of 6.25 (on a scale of 10) for SC/ ST/ PwD students.

(c) The assistantship will be stopped if the criterion mentioned at point (b) above is not fulfilled. The date of publication of semester result will be the key date for the purpose.

(d) If the assistantship is stopped due to non-fulfilment of criterion mentioned at point (b) above, it will be resumed from the date of publication of semester result on which the above criterion is fulfilled by the student. The resumption of scholarship/stipend will only be done if the student is registered for the semester.

(e) The students are required to provide teaching assistance of 8 hours/week.

(f) Maximum duration of scholarship is 4 semesters for M. Tech students, and 14 months for Dual Degree/ Integrated M. Tech students.

10.1.2 Arrear of Stopped Period of Assistantship

(a) If a student whose assistantship is stopped at the end of 1st semester achieves a CGPA of 6.5 or more and SGPA of 7.5 or more at the end of 2nd semester i.e. upon declaration of the 2nd semester result, the arrear of assistantship for the stopped period (i.e. 2nd semester) will also be paid.

(b) In all other cases (i.e., when the criterion, CGPA of 6.5 or more and SGPA of 7.5 or more, is fulfilled at the end of 3rd or 4th semester), no arrear of scholarship/stipend will be paid for the stopped period.

10.2   Scholarships

A number of Merit-cum-Means scholarships, free ships (*i.e*., tuition waiver), free basic messing and pocket allowance (for SC and ST categories), and endowment scholarships/fellowships are awarded to the PG students in accordance with the prescribed procedure laid down by the Senate. These scholarships / fellowships are administered by a designated committee. The details about these scholarships / fellowships can be found from the DSW office / webpage.

10.3   Awards and Medals

To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the Senate awards a number of prizes and medals established by the Institute on its own or through endowments/grants made by donors with the approval of the Board of Governors. All matters related to awards and medals are handled by the Designated Committee.

Details of such awards and medals are presented in Table 17:

Table 17: <u>Awards and Medals</u>

Sl. No.	Item	Related Department	Eligibility Criteria	Remarks
1.	IIT (ISM) Gold Medals	All UG/PG	These gold medals will be awarded to the students standing first in order of merit in each discipline (UG/PG). The merits of the students will be adjudged on the basis of overall performance in all semesters where the Number of students in the batch is six or more. However, students passing examination in supplementary/special examinations shall not be eligible for award of medals.	Medal will be awarded in the Convocation
2.	IIT (ISM) Silver Medals	All UG/PG	These medals will be awarded to the students standing second in order of merit in such discipline of (UG/PG) Courses where the strength of the batch in not below 40.	Medal will be awarded in the Convocation
3.	Mata Gurdev Kaur Memorial	B.Tech. and M.Sc. Tech. (<u>For</u>	Any girl student in B.Tech. and M.Sc. Tech classes who secures the	Cash prize of Rs. 500/- a

			highest OGPA, so however that, she has not appeared in any special examination.	plaque and a Certificate
	Award (For the Best Girl Student)	Girl Student Only)		
4.	L J Johnson Medal	Petroleum Engineering	Medal will be awarded to the best of student (who secures highest OGPA) of M.Tech. in Petroleum Engineering	Medal will be awarded in the Convocation
5.	Late Prof. N L Sharma Gold Medal	M.Sc.Tech. (Applied Geology)	Medal will be awarded to the best student of M.Sc.Tech. (Applied Geology). Awardee should never has failed in any subject during entire period of studies in IIT(ISM). S/he should have a minimum OGPA of 8.00 on 10.00 scale. For awarding the medal for an academic year, it is mandatory that the total strength of the class should not be less than 6.	Medal will be awarded in the Convocation
6.	Late Mitali Sen Memorial Gold Medal award and cash prize	Best Student of Two Years Management Studies (MBA)	Best two years Master of Business Management (MBA) student based on OGPA, provided there has been no disciplinary proceedings against the student concerned and student selected for the award should not have got any supplementary/ special examination during the entire course of his/her study at IIT(ISM).	Medal & Cash prize of Rs. 25,000/- (Plaque)
7.	Late Mrs. Chitra Bhattacharya Memorial Gold Medal	Best student of Integrated M.Tech. / M.Sc. Tech. (Applied Geophysics)	The combined performance of the students of 5 year Integrated M.Tech. (AGP) and 3 year M.Sc.Tech. (AGP) will be considered for the award. It is based on the academic performance.	Medal will be awarded in the Convocation (Plaque)
8.	Smt. Renuka Rajhans Memorial Gold Medal	Best Girl Student of Five Year Integrated program	Medal shall be awarded to only those graduating students who have been admitted to IIT (ISM) through IIT-JEE. In case of non-availability of eligible girl student under Five Year Int. Program in a particular year, the selection will be made from 2-3 years M.Sc/M.Sc. Tech. program and in this circumstances the requirement of admission through IIT-JEE shall not apply. Following shall be the weightages for computing the total marks for the award a) Academic Performance – 80%, b) Extra-curricular Activities – 10% c) Conduct – 10%.	Medal will be awarded in the Convocation (Plaque)

			d) All the semesters must be considered for computation of the above marks. No. semester should be left. The graduating student selected for the award should not have got any supplementary/ special exam during the entire course of her study at IIT (ISM). The student with any disciplinary action against here shall not be eligible for the award.	

CHAPTER 11   CONDUCT AND DISCIPLINE

Students of IIT (ISM) Dhanbad are selected from a pool of best talents of the country and abroad through various national/international level of competitive examinations. They come from different parts of the country as well as across the globe. Therefore, their conduct and behavior within and outside the Institute campus should be exemplary and cosmopolitan in a manner befitting her/his association with an Institute of national importance. Details of the conduct and discipline are available in DSW office. Some silent points are as follows:

11.1 Code of Conduct

11.1.1   Students must always carry their Identity Cards with them, especially when they move out of their hostels.

11.1.2   No student shall disobey any order issued by the Institute, Head of Department, Deans, and Associate Deans, Chief Warden /Warden of hostels and other functionaries of the Institute. The students must behave with due decorum with their teachers and fellow students. Girl students must be shown due consideration in this respect.

11.1.3   Ragging of students (freshers and others) is strictly prohibited both within and outside the campus. No student shall indulge in any form of ragging of students, causing mental or physical agony or inflict monetary loss, physical harm to them, harass them or indulge in any kind of obscenity, vulgarity or violence with them.

11.1.4   Students should not indulge in any type of unkind, indecent behavior towards new entrants in hostels, messes, clubs or any other place in the campus and outside.

11.1.5   Students have no right to deny mess, club and other facilities to other students. The use of any such facility can be withdrawn only by the appropriate authorities.

11.1.6   Students should not indulge in violence of any kind with fellow students, employees including teaching staff of the Institute, and outsiders within or outside the Institute campus. Students must not take the law in their own hands but must report any grievance to the teachers, Head of Department, Chief Wardens, Dean of Students' Welfare, Dean (Academic) or other Officers, as the case may be.

11.1.7   Students are not allowed to become members of outside societies or allowed to join discussions of a political nature or to take part in any political activity without prior permission of the competent authority of the Institute.

11.1.8   Students are not permitted to consume or take alcoholic drinks and harmful drugs like L.S.D., Charas, etc. within the Institute campus including their hostels or outside in any restaurant/bar in Dhanbad or at any other place or on outside official visits such as training/tour/camp/field work, etc.

11.1.9   Students must not incur any debt or commit any irregularity in financial matters. The Institute, however, will in no way be responsible for such debts or irregularities.

11.1.10 No meeting of the students, other than those organized under the aegis of the various recognized students activities, shall be called and held without the prior permission in writing from the Dean of Students Welfare.

11.1.11 No meeting/function within the Institute campus at Dhanbad, to which any outsider is invited, shall be organized nor shall any outsider be allowed to address the students without the prior permission in writing from the Dean of Students Welfare/Head of Department.

11.1.12 No theatrical performance, dance or show of any kind shall be allowed either within or outside the Institute Campus in the name of any society of the students except with the prior

permission in writing from the Dean of Students Welfare/or any authorized functionary of the Institute, who may prescribe the terms and conditions for such performance.

11.1.13 No student shall

(a) by words spoken or written or by sign or visible representation or through internet or website or social media platforms, or SMS, WhatsApp, etc., offend or insult a fellow student or any teacher of the Institute or any employee or officer/functionary of the Institute. (Any form of ragging will also constitute an act of insult or offence on the person who is ragged).

(b) misappropriate, prefer false claim for financial assistance of any kind (indulge in financial irregularity of any kind), mutilate, disfigure or otherwise destroy or damage any property of the Institute including furniture, books, equipment, apparatus, building etc.

(c) use unfair means before, during or after any of the examinations and/or tests, quizzes, etc. or attempt to threaten the staff to get undue advantage or lift someone else's work(s) and insert it in her/his class work submissions, projects, dissertations, reports, etc. without proper acknowledgement, credit and reference.

(d) indulge in plagiarism or misconduct in use of printed/audio-video/video material of any kind in the Project, Dissertation, Class Work submission, reports, etc.

(e) Keep and/or drive engine driven vehicle (car, motor-cycle, scooter, etc.) for commuting inside the IIT(ISM) campus during her/his stay at IIT(ISM), Dhanbad. However, married students may be allowed to keep and use an engine driven vehicle with the specific approval of the Dean of Students Welfare/or any other authorized functionary of the Institute.

11.1.14 Students must take care of and protect all Institute property. Any damage to Institute property due to improper use or negligence will have to be made good by the students concerned. Students must use the Institute furniture and fittings with due care and must not deface buildings, roads, furniture, fittings, etc. in any manner.

11.1.15 Students must handle with great care the laboratory equipment and any instrument and machinery that they have to use in the course of their work/project /practical / dissertation. Any damage or breakage of such equipment, instrument, apparatus, etc., due to improper use or negligent handling will have to be made good by the students concerned.

11.2. Disciplinary action and related matters

11.2.1 Any violation of the Code of Conduct shall invite disciplinary action which may include punishments such as reprimand, disciplinary probation, 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. In certain cases, the student may be barred from applying for a change of branch/program.

11.2.2 Students found involved in any form of ragging are liable to severe disciplinary action including their expulsion from the Institute, and besides, they shall be punishable under the provisions of the Indian Penal Code or any other law in force. Involvement of a student indulging in any unseemly behavior towards new entrants will render themselves liable to strict disciplinary action.

11.2.3 Indulgence in violence by any student or group of students will render them liable to strict disciplinary action, including expulsion from the Institute.

11.2.4 In case of damage to the property of the Institute (Department / hostel or any other place), not only the cost of the damaged Institute property will be recovered from the student(s) concerned, but disciplinary action shall also be taken against the students involved in the damage.

11.2.5 If students feel victimized by the conduct, academic or personal, of any other member of the Institute, they may register a complaint to the Head of Department or Dean of Students Welfare/Dean, (Academic) or any other concerned functionary of the Institute.

11.2.6 In case of any complaint related to sexual harassment, the matter must be reported to Head of Department, Dean of Students Welfare or any other functionary of the Institute without any delay, who will take appropriate action in the matter through the Chairperson of the Internal Complaints Committee (ICC) of the institute.

11.2.7 The Course Coordinator/teacher of a course may debar a student from the examination in which s/he is found to be using unfair means. Besides, the Institute may take any other disciplinary action. The Course Coordinator/teacher may take appropriate action against a student who misbehaves in her/his class. In all such cases, the Course Coordinator/teacher shall inform the Dean (Academic) about the matter with all the relevant details.

11.2.8 The Dean of Students Welfare (DSW)/Chief Warden/Warden of a hostel may reprimand, impose fine or take any other suitable measure against a student residing in the hostel, who violates either the Code of Conduct or the regulations pertaining to the concerned hostel. The Chief Warden/Warden shall take prior approval of DSW before imposing any fine.

11.2.9 In major cases of indiscipline, the DSW shall constitute an enquiry committee and forward the recommendation of the committee to Chairman, Senate for his approval.

11.3 Standing Disciplinary Rules for Students

The following Standing Disciplinary Action may be applicable depending on the gravity of misconduct:

(a) Warning Letter

(b) Letter indicating Disciplinary action will be communicated to parents/concerned supervisor/HODs.

(c) Enhanced Attendance requirement up to 90%.

(d) Engaged in Community/Academic Support /Administrative support service for two hours per day up to forty hours per month.

(e) Restriction in participation in activities of Students clubs/ Gymkhana / Festival etc.

(f) Restriction in Campus Placement activities.

(g) Disciplinary Probation for 6 months to entire period of stay at IIT(ISM).

(h) Suspended Sentence (Disciplinary action is awarded, however, the action will be enforced only after any other incident of indiscipline is reported)

(i) De-registered from a number of course ranging from one to full semester load.

(j) Deduction of Fellowship based on report of indiscipline.

(k) Expulsion from the institute.

Any other action not covered above may be taken with the approval of the Chairman, Senate.

Note: *Ragging/Teasing/Molestation/Consumption of Alcohol/Violence/Demeaning Institute's Reputation would be taken very seriously and strict disciplinary action would be taken which may even lead to expulsion from the Institute.*

CHAPTER 12   WAIVER AND AMENDMENTS

12.1   **Waiver**

The procedures and requirements set out in this manual, other than those in Chapters 1.2 (Admission Procedure & Rules to PG Programs), Chapter 4 (Deficiency in Academic Performance), Clause 6.8.8 (Relative Grading), and Chapter 7 (Academic Requirements for the Award of Degree) may be relaxed or waived off in special circumstances by the Chairman, Senate. However, all such exceptions are to be reported to the Senate in its subsequent meeting.

12.2   **Amendments**

Notwithstanding anything contained in this manual, the Senate of the IIT(ISM), Dhanbad reserves the right to modify/amend the curricula, procedures, requirements, and rules pertaining to its undergraduate programs without notice.

POSTGRADUATE COURSE STRUCTURE

The distribution of the Course Components along with the Course Structures of the various Postgraduate Academic programs of the Institute are presented below:

A. Distribution of Course Components of 2-Year M. Tech. Program

Course type	Number of courses		Credit		Minimum Credit required for 2-Year M.Tech. Degree
	Min	Max	Min	Max	
Department Core (DCPG)	05	07	45	63	45
Departmental Practical (DP)	04	07	08	14	08
Department Elective (DEPG)	01	03	09	63	09
Open Elective (OEPG)	00	04	00	36	00
DCPG/DEPG	02	--	--	--	18
DEPG/OEPG	04/02*	--	--	--	36/18*
Thesis (TU)	--	--	54*	54*	54/72*
Total Credits					**170**

* Applicable for batch admitted in 2023-2024 and thereafter

Note: *Departments have flexibility (i) in adopting up to two more practical courses (DP) with total credit of 4.0 (ii) Adding up to maximum four tutorial classes to DC courses with additional credit of 08 in any semester between1st and 2nd.*

Course Structure for 2-Year M. Tech. Program

Semester I

S. No.		Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DCPG1	Dept. Core	3	0	0	9	3
2	DCPG2	Dept. Core	3	0	0	9	3
3	DCPG3*	Dept. Core	3	0	0	9	3
4	DCPG4	Dept. Core	3	0	0	9	3
5	DCPG5	Dept. Core	3	0	0	9	3
6	DP1	Dept. Practical	0	0	2	2	2
7	DP2	Dept. Practical	0	0	2	2	2
					Total Credit	**49**	19

**(Mathematical/Numerical metHoDs/modelling/simulation use of Python/MATLAB/Mathematica etc. related to the department offered by respective department)*

Semester II

S. No.		Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DCPG6/ DEPG1	Dept. Core/ Dept. Elective	3	0	0	9	3
2	DCPG7/ DEPG2	Dept. Core/ Dept. Elective	3	0	0	9	3
3	DEPG3	Dept. Elective	3	0	0	9	3
4	DEPG4/ OEPG1	Dept. Core/ Open Elective	3	0	0	9	3
5	DEPG5/ OEPG2	Dept. Core/ Open Elective	3	0	0	9	3
6	DP3	Dept. Practical	0	0	2	2	2
7	DP4	Dept. Practical	0	0	2	2	2
					Total Credit	**49**	19

S. No.	Course Type		Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	(TU1)	Thesis	0	0	0	36	0
					Total Credit	**36**	0

Semester IV

S. No.	Course Type		Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DEPG6/ OEPG3	Dept. Elective/ Open Elective	3	0	0	9	3
2	DEPG7/ OEPG4	Dept. Elective/ Open Elective	3	0	0	9	3
3	(TU2)	Thesis	0	0	0	18	0
					Total Credit	**36**	06

The revised course structure of IV Semester for the batches admitted in 2023-2024 and thereafter is as follows:

S. No.	Course Type		Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	(TU2)	Thesis	0	0	0	36	0
					Total Credit	**36**	0

B. Distribution of Course Components of 2-Year M.Sc. Program

Course type	Number of courses		Credit		Minimum Credit required for Two–Year M.Sc. Degree
	Min	Max	Min	Max	
Department Core (DCPG)	10	12	90	108	90
Departmental Practical (DP)	06	09	12	18	12
Department Elective (DEPG)	01	06	09	54	09
Open Elective (OEPG)	01	03	09	27	09
DCPG/DEPG	03	--	--	--	09
DEPG/OEPG	02/0*	--	--	--	18/0*
Thesis (TU)	--	--	18*	18*	18/36*
Total Credits					**183**

* Applicable for batch admitted in 2023-2024 and thereafter

Note: *Departments have flexibility (i) in adopting up to two more practical courses (DP) with total credit of 4.0 (ii) Adding up to maximum four tutorial classes to DC courses with additional credit of 08 in any semester between1st and 2nd.*

Course Structure for 2 Year M.Sc. Program

Semester I

S. No.	Course Type		Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DCPG1	Dept. Core	3	0	0	9	3
2	DCPG2	Dept. Core	3	0	0	9	3
3	DCPG3*	Dept. Core	3	0	0	9	3
4	DCPG4	Dept. Core	3	0	0	9	3
5	DCPG5	Dept. Core	3	0	0	9	3
6	DP1	Dept. Practical	0	0	2	2	2
7	DP2	Dept. Practical	0	0	2	2	2
					Total Credit	**49**	19

(Mathematical/Numerical metHoDs/modelling/simulation use of Python/MATLAB/Mathematica etc. related to the department offered by respective department)

Semester II

S. No.	Course Type		Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DCPG6	Dept. Core	3	0	0	9	3
2	DCPG7	Dept. Core	3	0	0	9	3
3	DCPG8	Dept. Core	3	0	0	9	3
4	DCPG9	Dept. Core	3	0	0	9	3
5	OEPG1	Open Elective	3	0	0	9	3
6	DP3	Dept. Practical	0	0	2	2	2
7	DP4	Dept. Practical	0	0	2	2	2
					Total Credit	**49**	19

Semester III

S. No.	Course Type		Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DCPG10	Dept. Core/ Dept. Elective	3	0	0	9	3
2	DEPG1	Dept. Core/ Dept. Elective	3	0	0	9	3
3	DCPG11/ DEPG2	Dept. Core/ Dept. Elective	3	0	0	9	3
4	DCPG12/ DEPG3	Dept. Elective	3	0	0	9	3
5	DCPG13/ DEPG4	Dept. Core	3	0	0	9	3
6	DP5	Dept. Practical	0	0	2	2	2
7	DP6	Dept. Practical	0	0	2	2	2
					Total Credit	**49**	19

Semester IV*

S. No.	Course Type		Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours

1	DEPG5/ OEPG2	Dept. Elective / Open Elective	3	0	0	9	3
2	DEPG6/ OEPG3	Dept. Elective / Open Elective	3	0	0	9	3
3	(TU1)	Thesis	0	0	0	18	0
					Total Credit	**36**	**06**

*The revised course structure of IV Semester for the batches admitted in 2023-2024 and thereafter is
as follows:

Semester IV

S. No.	Course Type		Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	(TU1)	Thesis	0	0	0	36	0
					Total Credit	**36**	**0**

C. Distribution of Course Components of 2-Year MBA Program

Course type	Number of courses		Credit		Minimum Credit required for 2-Year MBA Degree
	Min	Max	Min	Max	
Department Core (DCPG)	10/14*	10/14*	90/126*	90/126*	90/126*
Departmental Practical (DP)	04	04	09	09	09
Department Elective (DEPG)	02	04	18	36	18
Specialization Elective (SE)	04	04	36	36	36
Open Elective (OEPG)	00	02	00	18	00
DEPG/OEPG	02	--	--	--	18
Thesis (TU)	--	--	36/0*	36/0*	36/0*
Total Credits					**207**

* Applicable for batch admitted in 2023-2024 and thereafter
Departmental Compulsory (DCPG) includes two term papers of 09 credits each.

Note: *Departments have flexibility (i) in adopting up to two more practical courses (DP) with total credit of 4.0 (ii) Adding up to maximum four tutorial classes to DC courses with additional credit of 08 in any semester between1ˢᵗ and 2ⁿᵈ.*

Course Structure for 2- Year MBA Program

Semester I

S. No.	Course Type		Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DCPG1	Dept. Core	3	0	0	9	3
2	DCPG2	Dept. Core	3	0	0	9	3
3	DCPG3*	Dept. Core	3	0	0	9	3
4	DCPG4	Dept. Core	3	0	0	9	3
5	DCPG5	Dept. Core	3	0	0	9	3
6	DP1	Dept. Practical	0	0	2	2	2
7	DP2	Dept. Practical	0	0	3	3	3
					Total Credit	**50**	**20**

***(Mathematical/Numerical metHoDs/modelling/simulation use of Python/MATLAB/Mathematica etc. related to the department offered by respective department)*

Semester II

S. No.		Course Type	Lecture (L)*	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DCPG6	Dept. Core	3	0	0	9	3
2	DCPG7	Dept. Core	3	0	0	9	3
3	DCPG8	Dept. Core	3	0	0	9	3
4	DCPG9	Dept. Core	3	0	0	9	3
5	DCPG10	Dept. Core	3	0	0	9	3
6	DP3	Dept. Practical	0	0	2	2	2
7	DP4	Dept. Practical	0	0	2	2	2
					Total Credit	49	19

Semester III*

S. No.		Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DEPG1/OEPG1	Dept. Elective/Open Elective	3	0	0	9	3
2	DEPG2/OEPG2	Dept. Elective/Open Elective	3	0	0	9	3
3	DEPG3/OEPG3	Dept. Elective/Open Elective	3	0	0	9	3
4	DEPG4/OEPG4	Dept. Elective/Open Elective	3	0	0	9	3
7	(TU1)	Thesis	0	0	0	18	0
					Total Credit	54	12

*The revised course structure of III Semester for the batches admitted in 2023-2024 and thereafter is as follows:

Semester III

S. No.		Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DCPG11	Dept. Core	3	0	0	9	3
2	DEPG1/OEPG1	Dept. Elective/Open Elective	3	0	0	9	3
3	DEPG2/OEPG2	Dept. Elective/Open Elective	3	0	0	9	3
4	DEPG3/OEPG3	Dept. Elective/Open Elective	3	0	0	9	3
5	DEPG4/OEPG4	Dept. Elective/Open Elective	3	0	0	9	3
6	TP1	Term Paper	0	0	0	9	0
					Total Credit	54	15

Semester IV*

S. No.		Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours

1	DEPG5/ OEPG5	Dept. Elective/Open Elective	3	0	0	9	3
2	DEPG6/ OEPG6	Dept. Elective/Open Elective	3	0	0	9	3
3	DEPG6/OEP G6	Dept. Elective/Open Elective	3	0	0	9	3
4	DEPG8/OEP G8	Dept. Elective/Open Elective	3	0	0	9	3
7	(TU2)	Thesis	0	0	0	18	0
					Total Credit	54	12

*The revised course structure of IV Semester for the batches admitted in 2023-2024 and thereafter is as follows:

Semester IV

S. No.	Course Type		Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DCPG12	Dept. Core	3	0	0	9	3
2	DEPG5/ OEPG5	Dept. Elective/Open Elective	3	0	0	9	3
3	DEPG6/ OEPG6	Dept. Elective/Open Elective	3	0	0	9	3
4	DEPG6/OEP G6	Dept. Elective/Open Elective	3	0	0	9	3
5	DEPG8/OEP G8	Dept. Elective/Open Elective	3	0	0	9	3
6	TP2	Term Paper	0	0	0	9	0
					Total Credit	54	15

D. Distribution of Course Components of 2-Year MBA (Business Analytics) Program

Course type	Number of courses		Credit		Minimum Credit required for 2-Year MBA (BA) Degree
	Min	Max	Min	Max	
Department Core (DCPG)	10	10	93	93	93
Departmental Practical (DP)	05	05	11	11	11
Department Elective (DEPG)	00	05	00	45	00
Specialization Elective (SE)	01	01	09	09	09
Open Elective (OEPG)	00	05	00	45	00
DEPG/OEPG	05	--	--	--	45
Thesis (TU)	--	--	36	36	36
Total Credits					**194**

Note: *Departments have flexibility (i) in adopting up to two more practical courses (DP) with total credit of 4.0 (ii) Adding up to maximum four tutorial classes to DC courses with additional credit of 08 in any semester between1st and 2nd.*

Course Structure for 2- Year MBA (Business Analytics) Program

Semester I

S. No.	Course Type		Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DCPG1	Dept. Core	3	0	0	9	3

2	DCPG2	Dept. Core	3	0	0	9	3
3	DCPG3*	Dept. Core	3	0	0	9	3
4	DCPG4	Dept. Core	3	0	0	9	3
5	DCPG5	Dept. Core	3	0	0	9	3
6	DP1	Dept. Practical	0	0	2	2	2
7	DP2	Dept. Practical	0	0	3	3	3
					Total Credit	**50**	**20**

(Mathematical/Numerical metHoDs/modelling/simulation use of Python/MATLAB/Mathematica etc. related to the department offered by respective department)

Semester II

S. No.		Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DCPG6	Dept. Core	3	0	0	9	3
2	DCPG7	Dept. Core	3	0	0	9	3
3	DCPG8	Dept. Core	3	0	0	9	3
4	DCPG9	Dept. Core (Modular)	4	0	0	12	4
5	DCPG10	Dept. Core	3	0	0	9	3
6	DP3	Dept. Practical	0	0	2	2	2
7	DP4	Dept. Practical	0	0	2	2	2
					Total Credit	**52**	**20**

Semester III

S. No.		Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	(TU1)	Thesis	0	0	0	36	0
					Total Credit	**36**	**00**

Semester IV

S. No.		Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DEPG1/ OEPG1	Dept. Elective/Open Elective	3	0	0	9	3
2	DEPG2/ OEPG2	Dept. Elective/Open Elective	3	0	0	9	3
3	DEPG3/ OEPG3	Dept. Elective/Open Elective	3	0	0	9	3
4	DEPG4/ OEPG4	Dept. Elective/Open Elective	3	0	0	9	3
5	DEPG5/ OEPG5	Dept. Elective/Open Elective	3	0	0	9	3
6	DEPG6/ OEPG6	Dept. Elective/Open Elective	3	0	0	9	3
7	DP5	Dept. Practical	0	0	2	2	2
					Total Credit	**54**	**20**

E. Distribution of Course Components of 3-Year M.Sc. Tech. Program

Course type	Number of courses		Credit		Minimum Credit required for Three-Year M.Sc. Tech. Degree
	Min	Max	Min	Max	

Department Core (DCPG)	14	15	126	135	126
Departmental Practical (DP)	08	08	16	124	16
Department Elective (DEPG)	03	06	27	54	27
Open Elective (OEPG)	02	04	18	36	18
DCPG/DEPG	01	--	--	--	09
DEPG/OEPG	02/0*	--	-	--	18/0*
Mapping Training (TR)	00	00	00	00(S/X)	00
Thesis (TU)	--	--	54*	54*	54/72*
Total Credits					**268**

* Applicable for batch admitted in 2023-2024 and thereafter

Note: *Departments have flexibility (i) in adopting up to two more practical courses (DP) with total credit of 4.0 (ii) Adding up to maximum four tutorial classes to DC courses with additional credit of 08 in any semester between1st and 2nd.*

Course Structure for 3-Year M. Sc.Tech. Program

Semester I

S. No.		Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DCPG1	Dept. Core	3	0	0	9	3
2	DCPG2	Dept. Core	3	0	0	9	3
3	DCPG3	Dept. Core	3	0	0	9	3
4	DCPG4	Dept. Core	3	0	0	9	3
5	DCPG5*	Dept. Core	3	0	0	9	3
6	DP1	Dept. Practical	0	0	2	2	2
7	DP2	Dept. Practical	0	0	2	2	2
					Total Credit	**49**	**19**

**(Mathematical/Numerical metHoDs/modelling/simulation use of Python/MATLAB/Mathematica etc.* *related to the department offered by respective department)*

Semester II

S. No.		Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DCPG6	Dept. Core	3	0	0	9	3
2	DCPG7	Dept. Core	3	0	0	9	3
3	DCPG8	Dept. Core	3	0	0	9	3
4	DCPG9	Dept. Core	3	0	0	9	3
5	DCPG10	Dept. Core	3	0	0	9	3
6	DP3	Dept. Practical	0	0	2	2	2
7	DP4	Dept. Practical	0	0	2	2	2
8	[DP10]	Dept. Practical	0	0	2	2	2
9	TR1	Training*	0	0	0	0	S/X
					Total Credit	**49**	**21**

" Mapping Training" of two weeks duration, during winter vacation after I Semester.

Semester III

S. No.		Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours

1	DCPG11	Dept. Core	3	0	0	9	3
2	DCPG12	Dept. Core	3	0	0	9	3
3	DEPG1	Dept. Core/ Dept. Electie	3	0	0	9	3
4	DCPG13/ DEPG2	Dept. Elective	3	0	0	9	3
5	OEPG1	Open Elective	3	0	0	9	3
6	DP5	Dept. Practical	0	0	2	2	2
7	DP6	Dept. Practical	0	0	2	2	2
					Total Credit	**49**	**19**

Semester IV

S. No.		Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DCPG13	Dept. Core	3	0	0	9	3
2	DCPG14	Dept. Core	3	0	0	9	3
3	DEPG3	Dept. Elective	3	0	0	9	3
4	DEPG4	Dept. Elective	3	0	0	9	3
5	OEPG2	Open Elective	3	0	0	9	3
6	DP7	Dept. Practical	0	0	2	2	2
7	DP8	Dept. Practical	0	0	2	2	2
8	TR2	Training*	0	0	0	0	S/X
					Total Credit	**49**	**19**

" Mapping Training" of two weeks duration, during winter vacation after I Semester.

Semester V

S. No.		Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	(TU1)	Thesis	0	0	0	36	0
					Total Credit	**36**	**00**

Semester VI

S. No.		Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DEPG5/ OEPG3	Dept. Elective / Open Elective	3	0	0	9	3
2	DEPG6/ OEPG4	Dept. Elective / Open Elective	3	0	0	9	3
3	(TU2)	Thesis	0	0	0	18	0
	ST/ Intern	Summer Training/ Internship	0	0	0	0	0 (S/X)
					Total Credit	**36**	**06**

The revised course structure of VI Semester for the batches admitted in 2023-2024 and thereafter is as follows:

S. No.		Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	(TU2)	Thesis	0	0	0	36	0

2	ST/ Intern	Summer Training/ Internship	0	0	0	0	0 (S/X)
					Total Credit	**36**	0

F. Distribution of Course Components of 2-Year M.A Program

Course type	Number of courses		Credit		Minimum Credit required for Two–Year M.A
	Min	Max	Min	Max	
Department Core (DCPG)	10	12	90	108	90
Departmental Practical (DP)	05	09	13	18	13
Department Elective (DEPG)	01	06	09	54	09
Open Elective (OEPG)	01	03	09	27	09
DCPG/DEPG	03	--	--	--	27
DEPG/OEPG	02	--	--	--	18/0*
Thesis (TU)	--	--	18	18	18/36*
Total Credits					**184**

* Applicable for batch admitted in 2023-2024 and thereafter

Note: *Departments have flexibility (i) in adopting up to two more practical courses (DP) with total credit of 4.0 (ii) Adding up to maximum four tutorial classes to DC courses with additional credit of 08 in any semester between 1st and 2nd.*

Course Structure for 2-Year MA (Digital Humanities and Social Sciences)

Semester I

S. No.	Course Type		Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DCPG1	Dept. Core	3	0	0	9	3
2	DCPG2	Dept. Core	3	0	0	9	3
3	DCPG3*	Dept. Core	3	0	0	9	3
4	DCPG4	Dept. Core	3	0	0	9	3
5	DCPG5	Dept. Core	3	0	0	9	3
6	DP1	Dept. Practical	0	0	3	3	3
7	DP2	Dept. Practical	0	0	3	3	3
					Total Credit	**51**	21

**(Mathematical/Numerical methods/modelling/simulation use of Python/MATLAB/Mathematica etc.
related to the department)*

Semester II

S. No.	Course Type		Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DCPG6	Dept. Core	3	0	0	9	3
2	DCPG7	Dept. Core	3	0	0	9	3
3	DCPG8	Dept. Core	3	0	0	9	3
4	DCPG9	Dept. Core	3	0	0	9	3

S. No.		Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
5	OEPG1	Open Elective	3	0	0	9	3
6	DP3	Dept. Practical	0	0	2	2	2
7	DP4	Dept. Practical	0	0	2	2	2
					Total Credit	**49**	19

Semester III

S. No.		Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	DCPG10	Dept. Core/ Dept. Elective	3	0	0	9	3
2	DEPG1	Dept. Core/ Dept. Elective	3	0	0	9	3
3	DCPG11/ DEPG2	Dept. Core/ Dept. Elective	3	0	0	9	3
4	DCPG12/ DEPG3	Dept. Elective	3	0	0	9	3
5	DCPG13/ DEPG4	Dept. Core	3	0	0	9	3
6	DP5	Dept. Practical	0	0	3	3	3
					Total Credit	**48**	18

Semester IV*

S. No.		Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	OEPG2	Open Elective	3	0	0	9	3
2	OEPG3	Open Elective	3	0	0	9	3
3	(TU1)	Thesis	0	0	0	18	0
					Total Credit	**36**	**06**

*The **revised** course structure of **Semester IV** for the batch admitted in 2023-2024 and thereafter is as follows:

Semester IV

S. No.		Course Type	Lecture (L)	Tutorial (T)	Practical (P)	Credit	Contact Hours
1	(TU1)	Thesis	0	0	0	36	0
					Total Credit	**36**	0

Roadmap for Pursuing Integrated PG-Ph.D. Program

1.1 Integrated M.Tech.-Ph.D. Program

1st Sem	2nd Sem	3rd Sem	4th Sem	5th Sem	6th to 10th Sem	Both Degrees (M.Tech & Ph.D) together
5 DC	2 DC/DE	36 Credit Thesis (Letter Grade)	18 Credit Thesis (Letter Grade)	36 Credit Thesis (S/X Grade)	36 Credit Thesis in each Semester (S/X Grade)	
DP	1 DE		18 Credit Thesis (S/X Grade)			
	2 DE/OE	RTC	RM			
	DP					

<---- Assistantship (12,400) ------>   <----- Fellowship (31,000 **JRF**)----->   <- Fellowship (35,000 **SRF**) ->

Comprehensive Examination	Research Proposal Seminar
Evaluation of 36 Thesis Credit (Letter Grade) in line with M.Tech Requirements	Evaluation of 18 Thesis Credit (Letter Grade) in line with M.Tech Requirements

1.2 Integrated M.Sc.-Ph.D. Program

1st Sem	2nd Sem	3rd Sem	4th Sem	5th Sem	6th to 10th Sem	Both Degrees (M.Sc. & Ph.D) together
5 DC	4 DC	1 DC	18 Credit Thesis (Letter Grade)	36 Credit Thesis (S/X Grade)	36 Credit Thesis in each Semester (S/X Grade)	
DP	1 OE	1 DE	18 Credit Thesis (S/X Grade)	RTC		
	DP	3 DC/DE	RM			
		DP				

<- Fellowship (31,000 **JRF**)-->   <- Fellowship (35,000 **SRF**) ->

Comprehensive Examination	Research Proposal Seminar
Evaluation of 18 Thesis Credit (Letter Grade) in line with M.Sc. Requirements	

1.3 Integrated MBA-Ph.D. Program

1st Sem	2nd Sem	3rd Sem	4th Sem	5th Sem	6th to 10th Sem	
5 DC	5 DC	2 DE	18 Credit Thesis (Letter Grade)	36 Credit Thesis (S/X Grade)	36 Credit Thesis in each Semester (S/X Grade)	**Both Degrees (MBA & Ph.D) together**
DP	DP	2 SE	18 Credit Thesis (S/X Grade)	RTC		
		18 Credit Thesis (Letter Grade)	1 SE			

<--- Fellowship (31,000 **JRF**)----->   <- Fellowship (35,000 **SRF**) ->

| **Comprehensive Examination** | **Research Proposal Seminar** |

Evaluation of 18 Thesis Credit (Letter Grade) in line with MBA Requirements
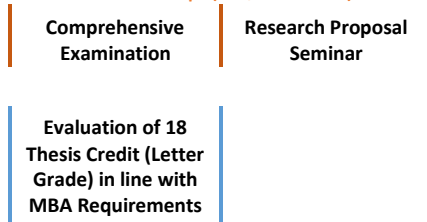
1.4 Integrated MBA (BA)-Ph.D. Program

1st Sem	2nd Sem	3rd Sem	4th Sem	5th Sem	6th to 10th Sem	**Both Degrees MBA (BA) & Ph.D together**
5 DC	5 DC	36 Credit Thesis (Letter Grade)	18 Credit Thesis (S/X Grade)	36 Credit Thesis (S/X Grade)	36 Credit Thesis in each Semester (S/X Grade)	
DP	DP	RTC	1 DE/OE			
			1 SE			
			DP			

<--- Fellowship (31,000 **JRF**)----->   <- Fellowship (35,000 **SRF**) ->

| **Comprehensive Examination** | **Research Proposal Seminar** |

Evaluation of 36 Thesis Credit (Letter Grade) in line with MBA (BA) Requirements
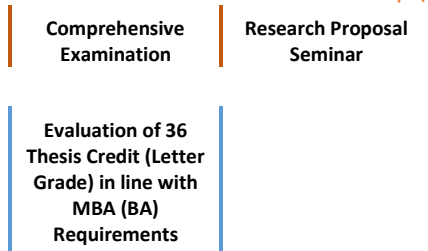
1.5 Integrated M.Sc.Tech.-Ph.D. Program

1st Sem	2nd Sem	3rd Sem	4th Sem	5th Sem	6th Sem	7th Sem	8th to 12th Sem	Both Degrees (M.Sc. Tech & Ph.D) together
5 DC	5 DC	2 DC	2 DC	36 Credit Thesis (Letter Grade)	18 Credit Thesis (Letter Grade)	36 Credit Thesis (S/X Grade)	36 Credit Thesis in each Semester (S/X Grade)	
DP	DP	1 DC/DE	2 DE		18 Credit Thesis (S/X Grade)			
		1 DE	1 OE	RTC	RM			
		1 OE	DP					
		DP						

<- Fellowship (31,000 **JRF**)->   <- Fellowship (35,000 **SRF**) ->

Comprehensive Examination	Research Proposal Seminar
Evaluation of 36 Thesis Credit (Letter Grade) in line with M.Sc.Tech Requirements	Evaluation of 18 Thesis Credit (Letter Grade) in line with M.Sc.Tech Requirements

Constitution and functioning of DPGC and SPGC

1.1   Departmental Post Graduate Committee (DPGC)

The Department Postgraduate Committee (DPGC) is a statutory committee constituted in the department level for governing and monitoring all the issues related to the Postgraduate Academic Program and its activities. This committee shall be responsible for all matters connected with the PG program(s) of the department. For interdisciplinary program involving more than one Department, a DPGC shall also be constituted consisting of the faculty members of both the department.

1.1.1 Constitution of DPGC

(a)   A Convener, (other than the Head of the Department, HoD) to be nominated by the DAC of each department.

(b)   HoD - Ex-officio Member.

(c)   Not less than four, but not more than eight faculty members, to be nominated by the DAC of each department.

(d)   Two student members from PG programs of the department. The student members shall be nominated by the PG students of the department.

(e)   For interdisciplinary PG programs, the DPGC shall be formed by the Heads of the Departments which are participating in the program. The student nominees of the committee shall be from amongst the PG students of the interdisciplinary programs to be nominated by the Students Senate.

1.1.2 Term of the Membership

(a)   Term of the faculty members, including the Convener, shall be two years with effect from the date of their nomination.

(b)   About 50% of the faculty members of the DPGC shall vacate their membership and their vacancies shall be filled by new faculty members.

(c)   The term of the student members shall be one year from the date of their nomination or until they cease to be students of the Institute, whichever is earlier.

(d)   In case of vacancy in the membership, another person may be nominated for the remaining period of the term and the manner of such nomination shall be the same as before.

The student members of the DPGC shall abstain from the meeting of the DPGC, when the matter pertaining to academic evaluation of one or more students are to be considered. This, however, does not preclude them from giving their opinion to the Convener of the DPGC a priori, before the meeting of the committee.

1.1.3 Functions and jurisdiction of the Convener, DPGC:

DPGC is the standing committee of the department. This committee is constituted to look after the academic related matters of the PG students & Ph.D. scholars of their respective departments. In principle, all academic policy and routine matter comes under the purview of the Convener of the DPGC. The committee is responsible to follow the Senate approved rules and regulations along with guidelines prescribed in the Manuals.

Details of the functions and the various issues which comes under the purview of the Convener, DPGC as well as the committee (DPGC) and Head of the Department are provided at the appropriate place in the manual. However, some of the specific responsibilities which are to be carried out on a regular basis are also given below:

A. Academic Curriculum:

Sl. No.	Issues	DPGC (Role and Responsibilities)	Convener, DPGC (Role and Responsibilities)	Head of the Department (Role and Responsibilities)
1.	Preparation of Course Curriculum	As per the approved guidelines of the Senate, the Course Curriculum will be prepared. The final courses curriculum will be sent to the Senate through SPGC.	The proposed course curriculum will be presented in the DAC for its consideration.	The HoD implements the Senate approved curriculum.
2.	Changes/Modifications in the existing Course curriculum	As per the approved guidelines of the Senate, the changes/ modifications in the Course Curriculum will be proposed. The modified courses curriculum will be sent to the Senate through SPGC.	The proposed changes/ modifications in the course curriculum will be presented in the DAC for its consideration.	After getting the approval of these proposed modifications, the HoD will do the needful for implementation of all such modifications.
3.	Preparation of Course Structure	As per the approved Course Curriculum & guidelines of the Senate, the Course Structure to be prepared. The final course structure will be sent to the Senate through SPGC.	The proposed course structure will be presented in the DAC for its consideration.	The HoD will offer all the courses prescribed in the approved Course Structure.
4.	Any changes in the Existing Course (Course Code/ Course Name/Course Contents/Course Credit)	Will prepare the comparison of the exiting & proposed changes. The modifications will be sent to the SPGC.	Any changes/ modifications in the existing course, proposed by the course instructor, will be presented in the DAC for its consideration.	HoD will do the needful for the implementation of modified course.
5.	Discontinuation of any DC Course	Such changes will be sent to the Senate through SPGC.	Any discontinuation of the existing DC course, will be endorsed by the DAC with a suitable approved alternate course as per the respective course structure.	

B.   Offering a New Course:

Sl. No.	Issues	DPGC (Role and Responsibilities)	Convener, DPGC (Role and Responsibilities)	Head of the Department (Role and Responsibilities)
1.	Departmental Compulsory Courses (DC)	• As per the approved guidelines of the Senate and decision of the DAC, the Course Content will be finalized. • The final courses content will be sent to the Senate through SPGC.	• The proposed course content will be shared with the faculty member of the Institute for comments/ feedback. • Finalization of course content in consultation with DAC based on comments/ feedback received.	The HoD implements the Senate approved courses in the academic curriculum.
2.	Elective Courses (DE/OE)	• As per the approved guidelines of the Senate and decision of the DAC, the Course Content will be finalized in consultation with the concerned course instructor(s). The final courses content will be sent **to the SPGC** for approval.	• The proposed course content will be shared with the faculty member of the institute for comments/ feedback. Finalization of course content in consultation with DAC based on comments/ feedback received.	

C.   Registration related issues:

Sl. No.	Issues	DPGC (Role and Responsibility)	Convener, DPGC (Role and Responsibility)	Head of the Department (Role and Responsibility)
1.	Courses to be offered in a semester	Program-wise list of the courses to be prepared for offering in the academic year.	• The proposed course structure will be presented in the DAC for its consideration.	• The HoD will assign the Course Instructor, Coordinator in consultation with the DAC. • Name of Course Instructor(s) & Coordinator to the Office of the Dean (Academic) as per the defined timeline in every semester.
2.	Assigning Course Instructor(s) & Coordinator for all courses to be offered.			
3.	Status & Monitoring of Academically Deficient Students	Responsible for monitoring of the students as assigned by the Convener, DPGC in consultation with the HoD.	• Batch-wise distribution of the students (on receipt of the list of academically deficient students from the academic section) among the members of DPGC for monitoring.	The HoD will provide consultant faculty to all such deficient students based on input from the Convener, DPGC.

Sl. No.	Issues	DPGC (Role and Responsibility)	Convener, DPGC (Role and Responsibility)	Head of the Department (Role and Responsibility)
4.	Considering the request for Overload / Under load	May assist Convener, DPGC as and when required.	• Interested student will make such request to the Convener, DPGC. • Checking the validity of the request as per the prescribed rules for overload/under load. • Forwarding the request to the Academic Section for the necessary action.	No Specific role.
5.	Replacement of DC Courses	May assist Convener, DPGC as and when required.	• The student, having backlog in the DC course and that is discontinued, will make a request to the Convener, DPGC for an alternate DC Course. • Suggesting a suitable alternate DC course as the replacement of DC course which is discontinued. • Forwarding the request along with details of alternate DC course through HOD to the academic section for necessary action.	Will ensure the offering of the alternate DC course [with assignment of the Course instructor(s)] in a particular semester.
6.	Course Waiver	All requests for giving waiver in the requirements for completion of the academic program will be considered in the DPGC meeting before sending the recommendations to the SPGC for the consideration.	Request of the students to waive off any requirements for completion of the academic program, the Convener examine and forwarded that with the specified comments/ feedback to the DPGC.	HoD cannot recommend for giving any kind of waiver in completion of the academic program.

D.   Specific matters related to the Postgraduate Students of the department:

Sl. No.	Issues	DPGC (Role and Responsibility)	Convener, DPGC (Role and Responsibility)	Head of the Department (Role and Responsibility)
1.	Allotment of Supervisor	The committee will assist Convener, DPGC.	May assist HoD in allotment of Supervisor as per institute norms.	The HoD will send the list of students with the name of allotted Supervisor/Co-Supervisor to the Office of the Dean (Academic) as per the defined timeline for the same.
2.	Thesis Evaluation Committee	The committee will assist Convener, DPGC.	The constituted Thesis Evaluation Committee will be recommended to the Dean (Academic) for approval.	The HoD will constitute the thesis evaluation committee, in consultation

				with the DPGC, for all PG students of the department.
3.	Endorsement of all prescribed forms (PG1, PG2 etc.)	The committee will assist Convener, DPGC.	• Forwarding/recommending of all the applications of the PG Students by the Convener are mandatory.	Forwarding/recommending of the applications, if required.
4.	Submission of Thesis Credit	The committee will assist Convener, DPGC.	• Responsible for collecting the thesis credits of all PG students from the Thesis Evaluation Committee and timely uploading of the same on the MIS. • Submission of uploaded grades to the academic section for the record purpose.	No Specific role.

E.   General Guidelines to be followed:

1. It will be the responsibility of the Convener, DPGC to examine whether the request of the student is as per the existing rules and regulations prescribed in the Manuals or not. If s/he feels that accepting of the request of the student is necessary then it may be forwarded with appropriate comments/feedback to the authority/committee. At the time of forwarding any application of the student, the Convener, DPGC must provide her/his own observation/comment instead of writing the word **Forwarded/Recommended**.

2. Any academic related matters which are neither in line with the approved guidelines of the Senate nor as per the rules and regulations prescribed in the Manual then Convener, DPGC will place the matter before the DPGC for consideration. All such matters should be considered by the DPGC and recommendation to be sent to the office of the Dean (Academic)/SPGC.

3. For any policy matter of the department related to academics, then recommendation of the DPGC is mandatory, for which a meeting must be convened by the Convener. All academic policy matter will be considered by the DPGC before sending the recommendation to the office of the Dean (Academic)/SPGC. If the approved policy matter is related to the academic issue of the department then HoD will do the needful for implementation.

4. Based on the recommendations of the DPGC, the decisions taken by the SPGC/Senate, the Convener will communicate to the HoD for implementation.

5. HoD will ensure proper record keeping (including all minutes the DPGC meeting) at the department level. This is specific to the policies related to the academic matters, where DPGC have made specific recommendation to the Dean (Academic)/SPGC/Senate.

6. All leave request of students should be forwarded by the Convener, DPGC.

7. All appeals of the terminated students should be recommended by the Convener, DPGC in consultation with the DPGC.

1.2   Senate Post Graduate Committee (SPGC)

Senate Postgraduate Committee (SPGC) is a standing committee of the Senate. All the academic matter related to the Postgraduate academic program comes under the purview of the SPGC.

1.2.1 Constitution of SPGC

(a) The SPGC shall consist of the following:

(i) A Chairperson, who shall be nominated by the Senate from amongst its internal members;

(ii) Associate Dean (Academic - PG) - Vice Chairperson, ex-officio.

(iii) All Conveners of the DPGC of various departments;

(iv) Two nominees of the Senate.

(v) Four nominees of the Students Senate:
- One from M.Tech. program
- One from M.Sc. Tech.
- One from M.Sc.
- One from MBA

(vi) In addition, at least two members to be nominated from girls across the programs.

(vii) Assistant Registrar (Academic - PG) / Deputy Registrar, who shall act as the Secretary.

(b) The term of the Chairperson and the Senate members are two years from the date of their nomination. The term of the Senate members shall be co-terminus with that of her / his Senate membership. The term of the nominees of the Students Senate shall be a maximum of one year with effect from the date of their nomination. The membership shall stand terminated either on the completion of the term or the termination of the registration, whichever is earlier.

(c) The SPGC shall be fully responsible to the Senate which has the statutory jurisdiction on all academic matters, including those which have been dealt with by the SPGC, subject to the conditions imposed by the Act / Statutes.

1.2.2 Functions of SPGC

Since the SPGC is a standing committee of the Senate, the SPGC works as a sub-committee of the Senate, based on the recommendations of the DPGC. All academic related issues of the PG programs are considered by the SPGC either for approval or sending the recommendations to the Senate for further consideration.

The jurisdiction and functions of the SPGC which are followed for governing the undergraduate academic programs of the Institute cited below:

(i) All the academic policy matters of the department are to be considered by the SPGC before sending the recommendation to the Senate for its approval.

(ii) To coordinate the functioning of Departmental Post Graduate Committee (DPGC) of different Departments;

(iii) To review the academic curriculum of the PG Program and the courses prescribed in the course structure of the various Departments;

(iv) Based on the recommendation of the DPGC, the SPGC considers and approves all the new courses except DC course. If it is a DC course then the SPGC will recommend it to the Senate for its approval.

(v) Any modification, including addition/deletion of the approved courses in the course structure will be considered by the SPGC and recommendation will be sent to the Senate for approval.

(vi) Any modifications in the existing approved courses or replacement of a course from the existing course structure will be considered by the SPGC either for approval or sending recommendation to the Senate for its approval.

(vii) To assess the contact hours assigned to the various units of courses according to the course contents.

(viii) To evaluate the academic performance of all the registered student at the end of every semester (including summer). After verification of the academic requirements of the final

year students for obtaining the degree, the SPGC will send the recommendation to the Senate for awarding of the degree.

(ix) To constitute Sub-Committees, as and when it will be necessary for looking after various issues to assist the SPGC for discharging its duties and responsibilities;

(x) The SPGC will report, to the Senate, all those issues for which Senate is the approving authority. However, the Senate may review the decisions which are taken by the SPGC.

****

Course Numbering System: Policies and Procedures

A Course Code (or course number) shall consist of **6 characters** containing **3 Alphabets** and **3 Numbers** as given below:

Course Code =ABC LXX

'AB': represents two-letter alphabetical code that reflects "Department" as per Table-1[AB].

'**C':** represents single letter alphabetical code for "Type of Course" as per Table–2[C]

'L': represents one-digit numeric code that indicates general level of difficulty of a course as defined in Table-3.

'XX': represents two-digit numeric code that represents a **sequential number** that reflect the serial number of "Type of course listed as Code-C (Table-2)" from first year to last year in the course structure and syllabus.

Table-1 [AB]: List of two-letter alphabetical codes for individual Departments

Serial No.	Departments	Department Code
1	Applied Geology	GL
2	Applied Geophysics	GP
3	Chemical Engineering	CH
4	Chemistry	CY
5	Civil Engineering	CE
6	Computer Science & Engineering	CS
7	Electrical Engineering	EE
8	Electronics Engineering	EC
9	Environmental Science and Engineering	ES
10	Fuel, Minerals and Metallurgical Engineering	FM
11	Humanities and Social Science	HS
12	Management Studies	MS
13	Mathematics and Computing	MC
14	Mechanical Engineering	ME
15	Mining Engineering	MN
16	Mining Machinery Engineering	MM
17	Petroleum Engineering	PE
18	Physics	PH
19	Physical Education /Co-curricular activities/ NSS/ NCC	CC
20	Centre for Innovation Incubation and Entrepreneurship	IE
21	Office of the Dean Student Welfare (DSW)	SW

Table-2 [C]: List of single-letter alphabetical code for describing the nature of Course

Serial No.	Type of Course	Code for Course Type
1	Institute Core	I
2	Department Core	C
3	Department Elective	D
4	Open Elective	O
5	Engineering Science Option (ESO) Elective	E
6	S/X course (Seminar, Field work, Summer/ Winter Training, Co-curricular Activities)	S
7	Non-credit Course	N

Note: *Practical, Viva-voce etc. comes under Dept. Core*

Table-3[L]: Represents one-digit numeric code that indicates its general level of difficulty for an Undergraduate (UG), postgraduate (PG) or a Ph.D. level course.

Serial No.	Course level number	Course levels details
1	0	For Preparatory level/ Summer/Winter Training, Internship, and Co-curricular Activities etc.
2	1	Basic UG level: All introductory theory/practical courses for UG students, offered for first year students as Institute Core Course.
3	2	a) Institute core courses in 2nd Year UG b) All Engineering Science Option (ESO) offered in 2nd year UG c) All department core courses offered to 2nd year UG.
4	3	a) All Department Core courses offered to 3rd year UG. b) All Department elective courses offered to 3rd year UG
5	4	a) All Department Core courses offered to 4th year UG. b) All Department elective courses offered to 4th year UG
6	5	PG & Ph.D. level a) All *Dept. core courses* offered to Ph.D. & PG programs b) All *open elective* courses offered to Ph.D. & PG programs c) All Department *electives* offered to Ph.D. & PG programs
7	6	Advanced/basic level Online Course/Self Study Course or Open Course or MOOC (massive open online course).

Note:
- *Codes 1 to 4 are reserved for UG courses. Thus, 100-199, 200-299, 300-399 and 400 -499 series courses are UG courses.*
- *For integrated M.Tech.,Dual Degree programs, the first 4 years will be considered as UG and 5th year will be treated as PG course.*
- *Codes 5 is reserved for PG and Ph.D. courses. Thus, 500-599 series courses are PG and Ph.D. courses.*
- *Code 6 is reserved for online courses. Thus, 600-699 series courses are online courses.*

ANNEXURE V
Guidelines for conducting examinations of PwD/DA students

1. The PwD students with benchmark disabilities, as per the RPwD Act 2016, who are eligible for availing the facility of Scribe / Reader/ Lab Assistant as per the conditions laid out in point 2 given below, will be provided a compensatory time of 20 minutes for each hour of examination whether they use the facility of scribe or not. However, all eligible PwD students who wish to avail the benefit of compensatory time will have to submit their application in Form A18 to the Office of Dean (Academic) within 10 days of physically joining the Institute. In case the duration of examination is less than an hour, the compensatory time will be given on pro rata basis. The compensatory time should not be less than 5 minutes in any case and should increase in the multiples of 5 after the initial 5 minutes.

2. The facility of Scribe / Reader/ Lab Assistant will be provided to any PwD student with benchmark disability who has limitation in writing including that of speed if so desired by him / her subject to fulfilment of the following conditions:

   (a) Such students will submit an application in Form A18 to the Office of Dean (Academic) within 10 days of physically joining the Institute. A copy of a valid PwD certificate issued by the competent authority will also be required to be attached with the application of the student.

   (b) In case of PwD students with benchmark disabilities **other than** those in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, a duly filled **Appendix-I** (enclosed) signed by Chief Medical Officer / Civil Surgeon/ Medical Superintendent of a Government health care institution will also be required to be submitted along with the application of the student.

   (c) In case of PwD students with benchmark disability in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, there is **no need to submit** Appendix-I.

   (d) In case a PwD student is allowed to have the facility of the Scribe / Reader/ Lab Assistant, the student will be given an option to choose a Scribe / Reader/ Lab Assistant from the approved list of Scribes / Readers/ Lab Assistants provided by the Institute. A panel of such Scribes / Readers/ Lab Assistants will be prepared by the Institute with the help of the HoDs. The student will be allowed to meet the scribe two days before the examination or earlier to check his/her suitability, if required, in a meeting scheduled in the Institute. A suitable date and time will be intimated to the PwD students by the Institute in advance for attending such meetings. All such meetings will be conducted in working hours in the presence of Institute staff.

   (e) The qualification of the Scribe / Reader/ Lab Assistant to be taken help of should not be more than the level (UG / PG / Ph.D) of the examination for which the PwD student is appearing. However, the qualification of the Scribe / Reader/ Lab Assistant will always be matriculation or above.

   (f) The PwD student may take the help of different scribes for different courses. However, only one scribe may be allowed per course.

   (g) In case the chosen Scribe / Reader/ Lab Assistant does not turn up at the scheduled time after prior confirmation, or cancels his visit with prior intimation on short notice, the Institute may assign the available Scribe / Reader/ Lab Assistant from the panel to the affected student.

   (h) The Scribe / Reader/ Lab Assistant whose help is taken by the student may be paid a suitable amount as honorarium by the Institute (Rs.500/- per examination or as decided by the competent authority). No separate TA/DA will be paid to such Scribe / Reader/ Lab Assistant.

   (i) The examination may be video recorded by the Institute in case the use of Scribe / Reader/ Lab Assistant is allowed. The CCTV footage/ video recording may be kept for up to a period of 1 month after the declaration of semester result.

3. Persons with benchmark disabilities will be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or by recording the answers. The option will be required to chosen at the time of filling the form [**Form PG2 is applicable**].

4. In case the persons with benchmark disabilities are allowed to take examination on computer system, they may be allowed to check the computer system one day or more in advance, if required. On prior request, use of enabling accessories such as special keyboard, customized mouse etc. may be allowed for computer based examinations. A request needs to be made in this regard at the time of filling the form [**Form PG2 is applicable**].

5. The disability certificate issued by the competent medical authority at any place in India will be accepted. However, the Institute may, if there is a need, get the claim of disability examined by the medical board at health center of the Institute.

6. PwD students may be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, braille measuring tape and augmentative communication devices like communication chart and electronic devices used for the purpose, on prior request. A request needs to be made in this regard at the time of filling the Form [**Form PG2 is applicable**].

7. The seating arrangement (preferably on ground floor) of PwD students will be made prior to the commencement of Mid-Semester/ End-Semester Examinations to avoid confusion and distraction during the day of the examination. The time of giving the question papers will be marked accurately in case of PwD students and a timely supply of supplementary papers will also be ensured to such students.

8. As far as possible, the Institute will provide the reading material in Braille or E-Text or on computers having suitable screen reading software for open book examinations. Similarly, online examinations will be in accessible format i.e. webpage, question papers and all other study material should be accessible as per the international standards laid down in this regard.

9. Alternative objective questions in lieu of descriptive questions will be provided for Hearing-Impaired students. Moreover, alternative questions in lieu of questions requiring visual inputs will be provided for students with Visual Impairment.

10. Based on the documents and information submitted by the PwD students in Form A18, their requests can be accepted fully, partially or may also be rejected. The decision of the Institute will be communicated to the concerned students on their email id provided by the Institute.

The above mentioned Appendix-I and Form A18 are attached, herewith.

<u>CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE</u>

This is to certify that, I have examined Mr / Ms / Mrs_____
_____(name of the PwD student), a person with _____
_____(nature and percentage of disability as mentioned in the
certificate of disability), S/o/D/o_____,
a   resident   of   _____
(Village / District / State) and state that he/she has physical limitation which hampers his / her
writing capabilities owing to his / her disability.

Signature

Chief Medical Officer / Civil Surgeon / Medical Superintendent of a
Government Hospital / Health Care Institution
Name & Designation
Name of Govt. Hospital / Health Care Centre with Stamp

Place:
Date:

Note:
Certificate should be given by a specialist of the relevant stream / disability (eg. For Visual
Impairment – Ophthalmologist, For Locomotor disability – Orthopaedic / Physical Medicine
and Rehabilitation (PM&R) Specialist etc.)

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD
OFFICE OF THE DEAN (ACADEMIC)

FORM FOR ADDITIONAL FACILITIES IN EXAMINATIONS
(APPLICABLE ONLY FOR PWD STUDENTS)

1.	Name of Student			
2.	Admission No.		Program	
3.	Department		Branch (if any)	
4.	Institute Email ID			
5.	Contact Number			
6.	Nature of disability (as per RPwD Act 2016)	*(Also attach a copy of the valid PwD certificate with this from)*		

Sl. No.	Facilities Requested for Examination	Yes (Please √)	No (Please √)	Remarks (In case the request is accepted)
1.	Extra Time as applicable			
2.	Scribe for Examinations			To be provided by the Institute
3.	Lab Assistant for Examinations			To be provided by the Institute
4.	Reader for Examinations			To be provided by the Institute
5.	Choice of Mode for taking Exam –			
	(a) In Braille			To be provided by the Institute
	(b) On Computer with screen reading software			To be provided by the Institute
	(c) In large print			To be provided by the Institute
	(d) By recording answers			To be provided by the Institute
	(e) Use of E- Text			To be provided by the Institute
6.	To Check the Computer system one day or before the Examination			
7.	Use of Enabling Accessories such as –			
	(a) Special keyboard			To be arranged by the student
	(b) Customized Mouse			To be arranged by the student
	(c) Others, please specify –			To be arranged by the student
8.	Use of Assistive Devices like -			
	(a) Talking Calculator (if allowed)			To be arranged by the student
	(b) Tailor frame			To be arranged by the student
	(c) Braille slate			To be arranged by the student
	(d) Abacus			To be arranged by the student
	(e) Geometry Kit			To be arranged by the student
	(f) Braille measuring Tape			To be arranged by the student
	(g) Augmentative Device like Communication Chart			To be arranged by the student
	(h) Any other Augmentative Electronic Device (please specify)			To be arranged by the student

I understand and agree that in case the services of a scribe / lab assistant or a reader are provided to me, or in case I am allowed the use of assistive devices, <u>the examination may be video recorded by the Institute.</u>

Date:_____   Signature of Student: _____

....

FOR OFFICE USE ONLY

Verification:
The student satisfies;
➢ the necessary requirements   **YES ☐ / NO ☐**
➢ the PwD eligibility criteria   **YES ☐ / NO☐**
 	
Observations, if any:
 	
_____
_____
 	
Date:_____
                                   _____
                              Signature of Dealing Assistant
	Permission for **facilities** listed in the form may be
	
	Granted ☐ **/ May Not be Granted** ☐
	
	(Except for facilities mentioned at) Remarks, if any:
	
	_____
	_____
	
	Date:_____
	                                 _____
	                              Signature of Dealing Assistant

Approved by

Dean (Academic)

Date

Guidelines for preparing of the Thesis

STANDARD FORMAT OF THESIS

Binding of thesis	Cover	Soft Binding
	Colour	Light Pink
	Margin Top	4Cm
	Margin Bottom	4Cm
	Margin Left	4Cm
	Margin Right	2Cm
	Printing on the Top	Title of the thesis in capital letters (24 font size) Times New Roman
	Printing in the middle of	Name of the candidate in capital letters (18 font size) Times New Roman
	Center	Logo
	Printing on Bottom	THESIS Submitted to INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES),DHANBAD for the award of the Master Degree Month, Year
	Printing on the Binding edge	The binding edge of the jacket should contain the name of the candidate, year and thesis title.
Inside of thesis	Printing	In 1 ½ space, Font 12 Times New Roman, Both Side Printing
	Margin Top	3Cm
	Margin Bottom	3Cm
	Margin Left	4Cm
	Margin Right	2Cm
	Quality of paper	Good quality(bond/maplitho)
	Size of paper	29 cms long, 23 cms wide
	Contents	(i) Printing of cover to be repeated on first page
		(ii) Certificate of the supervisor(s)
		(iii) Certificate regarding Classified data
		(iv) Copyright Transfer
		(v)Acknowledgement (Thesis not to be dedicated to any relative)
		(vi)Contents
		(vii) List of Tables
		(viii) List of Figures
		(ix) List of symbols and abbreviations, if any.
	Abstract	To convey briefly the content of the thesis to draw attention to all new information and to the main conclusions. It should be factual and should be suitable for copying, quoting or indexing by information services.
	Chapters	The text should have suitable Chapter number, titles and sub-titles with pages numbered at the top right hand corner 1 cm from top and 1 cm from right edge. First chapter should be' Introduction and the last chapter should be' Summary and Conclusions'
	References	Either the Harvard system, in which the names and dates given in the body of the text and the references to be alphabetically listed at the end of the thesis or a system in which numbers are inserted in the text e.g. [3], and references to those are given at the end of the thesis as in BIS system.

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD

RECEIPT OF SOFT COPY OF PG THESIS AT CENTRAL LIBRARY
(To be submitted, in duplicate, after Thesis Evaluation Seminar)

CENTRAL LIBRARY	
Accession Number	
Date	

1.	Name of Student			
2.	Admission No.		Date of Admission	DD/MM/YYYY
3.	Department		Branch	
4.	Date of Thesis Evaluation Seminar		DD/MM/YYYY	
5.	Title of Thesis in English			
6.	Title of Thesis (Pronunciation in Hindi)			
7.	Complete Postal Address with PIN code			
8.	Institute E-mail Address			
9.	Mobile No.			

I certify that the soft copy of the thesis incorporates all corrections/modifications including those suggested during the evaluation process. I also understand that any deviation from the above may lead to the withdrawal of my degree.

Endorsed by the Supervisor

_____
Signature of the Student

_____
Signature of the Supervisor (s)

Name: _____

Name: _____

Date: _____

Date: _____

Received the following:
A CD with the abbreviated thesis title and copyright notice pasted on it containing the PDF files of the full text and an abstract of the thesis (not exceeding 350 words)
_____   Librarian, Central Library   (Stamp)

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD

RESEARCH PROPOSAL SEMINAR REPORT
(To be submitted to Convener, DPGC)

1.	Name of Student			
2.	Admission No.		Semester	
3.	Program		Branch	
4.	Department			
5.	Date of Commencement of Current Semester		DD/MM/YYYY	
6.	Date of Research Proposal Seminar		DD/MM/YYYY	
7.	Title of Proposed Research			

(The Research Proposal of 4-5 pages is to be appended as Annexure-I that may typically include 1. Title, 2. Introduction, 3. Literature Survey 4. Research / Knowledge Gap, 5. Problem Statement, 6. Present Research Objective, 7. Conclusion, 8. Proposed Timeline to finish the thesis work and 9. References [in Harvard Style])

8.	Brief Comments on the Student's Performance in Research Proposal Seminar			
9.	Overall Recommendation	**SATISFACTORY**		**UNSATISFACTORY**	

10.	Checklist:	Please Tick
(a)	Overall Recommendation is marked at point no 9.	
(b)	Research Proposal Report Submitted	
(c)	Research Proposal Report is in line with point no 7.	
(d)	Problem statement is clearly presented and included in report.	
(e)	Proposed timeline to complete the thesis is included in the report.	
(f)	Proposed timeline included the entire duration to complete the thesis work [M.Tech. & MBA – 3rd & 4th Sem; M.Sc. – 4th Sem; MBA(BA) – 3rd Sem; M.Sc.Tech – 5th & 6th Sem; Dual Degree – 9th & 10th; Integrated M.Tech. – 9th & 10th]	

Signature of Thesis Evaluation Committee (TEC) Members present in the Research Proposal Seminar:

Name (Department)	Position	Signature
	Supervisor	
	Member (Dept.)	
	Member (Dept.), if any	
	Member (Sister Dept.)	
	Co-Supervisor (Internal), if any	
	Co-Supervisor (External), if any	

[Please attach the Research Proposal Seminar Report (Duly Signed by the Student on each pages) with this Form and submit to the Convener, DPGC of the department]

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD

CERTIFICATE FOR THE FINAL VERSION OF DISSERTATION
(To be submitted at the time of Final Dissertation Submission)

This is to certify that the Dissertation entitled "_____

_____"

being submitted to the Indian Institute of Technology (Indian School of Mines), Dhanbad, by

Mr/Ms _____, Admission

No_____ for the award of the Degree of Master _____

from IIT (ISM), Dhanbad,is a bonafide work carried out by him/her, in the Department

of_____, IIT (ISM), Dhanbad,

under my/our supervision and guidance. The dissertation has fulfilled all the requirements as

per the regulations of this Institute and, in my/our opinion, has reached the standard needed

for submission. The results embodied in this dissertation have not been submitted to any other

university or institute for the award of any degree or diploma.

_____
Signature of Supervisor (s)

Name: _____

Date: _____

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD

DECLARATION BY THE STUDENT
(To be submitted at the time of Final Dissertation Submission)

I hereby declare that the work which is being presented in this dissertation entitled "_____" in partial fulfilment of the requirements for the award of the degree of Master of _____ in _____ is an authentic record of my own work carried out during the period from_____ to _____ under the supervision of _____ Department of _____ Indian Institute of Technology (ISM) Dhanbad, Jharkhand, India.

I acknowledge that I have read and understood the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018. These Regulations were published in the Indian Official Gazette on 31st July, 2018.

I confirm that this Dissertation has been checked for plagiarism using the online plagiarism checking software provided by the Institute. At the end of the Dissertation, a copy of the summary report demonstrating similarities in content and its potential source (if any) generated online using plagiarism checking software is enclosed. I herewith confirm that the Dissertation has less than 10% similarity according to the plagiarism checking software's report and meets the MoE/UGC Regulations as well as the Institute's rules for plagiarism.

I further declare that no portion of the dissertation or its data will be published without the Institute's or Guide's permission. I have not previously applied for any other degree or award using the topics and findings described in my dissertation.

_____

(Signature of the Student)
Name of the Student: _____

Admission No.:_____

Department : _____

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD

CERTIFICATE FOR CLASSIFIED DATA
(To be submitted at the time of Final Dissertation Submission)

This is to certify that the Dissertation entitled

"_____

_____

_____" being submitted to the Indian Institute of Technology (Indian School of Mines),

Dhanbad by Mr/Ms_____ for award of

Master Degree in _____does not contain any classified information.

This work is original and yet not been submitted to any institution or university for the award of any

degree.

_____   _____
Signature of Supervisor (s)   Signature of Student

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES) DHANBAD

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(To be submitted at the time of Final Dissertation Submission)

This   is   to   certify   that   the   Dissertation   entitled

"_____

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_____

_____ being submitted to the Indian Institute of Technology (Indian

School   of   Mines),   Dhanbad   by   Mr/Ms

_____

_____,

Admission   No_____,   for   the   award   of   Master

of_____

has been thoroughly checked for quality of English and logical sequencing of topics.

It is hereby certified that the standard of English is good and that grammar and typos have been thoroughly checked.

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BY

NAME OF THE CANDIDATE

(Admission No. XXXXXXXXX)

(In Capital Letter, Font – Times New Roman, Font Size - 18 Pts.)

LOGO

THESIS
SUBMITTED TO
INDIAN INSTITUTE OF TECHNOLOGY
(INDIAN SCHOOL OF MINES), DHANBAD

For the award of the degree of
MASTER OF TECHNOLOGY/INTEGRATED MASTER OF
TECHNOLOGY/MASTER OF SCIENCE/ MASTER OF SCIENCE &
TECHNOLOGY/ MASTER OF BUSINESS ADMINISTRATION (BA)/
MASTER OF ARTS/DUAL DEGREE
MONTH, YEAR

Guidelines to be followed for Executive M.Tech.

Two-Year Executive M. Tech. Program, exclusively in the field of specialization (not in Conventional Engineering Branch, such as CSE, ECE, EE, ESE, FMME, MNE and ME etc.), the following guidelines which needs to be followed for governing the program:

1. **NUMBER OF SEATS:**

   1.1. Minimum number of intake per branch to be 10.

3. **ELIGIBILITY CRITERIA:**

   The following eligibility criteria to be fulfilled for taking admission in the program:

   (a) B. Tech. in Engineering or M.Sc.
   (b) Working professional with Two years' experience
   (c) 60% Marks or CGPA 6.0.
   (d) In addition, the concerned department may conduct written test/interview if desired.
   (e) Reservation Policy will not be applicable at the time of selecting the candidate for 2-Year Executive M. Tech. Program.

4. **ADMISSION PROCESS:**

   Following processes will be completed for admission:

   (a) Application for Admission in the Two-Year Executive M. Tech. Program will be invited by the Admission Cell of the institute.
   <div align="center">OR</div>
   Through the agencies/organization/industry having a MoU with the Institute.

   (b) In both the cases cited above, all the application forms will be scrutinized by the Admission Committee of the concerned department.

   (c) After scrutinizing the applications, if it is observed that all the eligibility criteria has been fulfilled by the candidate then the HOD of the respective department will send the list of the candidates to the Admission Cell for final verification and issuing of the admission letter on approval from the competent authority.

4. **DURATION OF THE ACADEMIC PROGRAM:**

   4.1. Minimum duration 2-Year (Four Semesters)
   4.2. Maximum duration 3-Year (Six Semesters)
   4.3. In any case, student will not be allowed to continue her/his academic program after completion of the maximum duration (i.e., 3 years) and the academic program will be terminated automatically.

5. **DURATION OF SEMESTER:**

   13 weeks per semester (excluding the examination period).

6. REGISTRATION:

6.1. Online Academic Registration (Pre-registration) is mandatory in each semester till the completion of the academic program.

6.2. Administrative Registration (Fee payment & Physical Registration/Reporting):
    a)   Fee payment of each semester within the specified duration given in the Academic Calendar.
    b)   For Physical Registration/Reporting, will be done as per the schedule to be prescribed in the Academic Calendar.

7. COURSE STRUCTURE:

7.1. Semester-wise details of the course structure are cited below:

Minimum Duration of 2-Year				Maximum Duration of 3-Years			
Semester	Number of Courses		Credits		Number of Courses		
	Theory	Practical		Semester	Theory	Practical	Credits
1st semester	05	--	45	1st semester	03	--	27
2nd semester	05	--	45	2nd semester	03	--	27
Winter Vacation /Summer	--	04	08	Winter Vacation /Summer	--	02	04
3rd semester	--	36 cr. Thesis	36	3rd semester	02	9 cr. Thesis	27
4th semester	--	36 cr. Thesis	36	4th semester	02	9 cr. Thesis	27
				Winter Vacation /Summer	--	02	04
				5th semester	--	27 cr. Thesis	27
				6th semester	--	27 cr. Thesis	27

7.2. Courses needs to be designed as per the need of specific industry sector.

8. DURATION OF THE CLASSES PER WEEK:

- Duration of the classes of the **Three** courses will be scheduled for M/W/F of 50 minutes each.
- Duration of the classes of the **Two** courses will be scheduled for Tu/Th of 75 minutes each.
- The duration of all the classes will be from 6:00 PM to 9:00 PM.

9. MODE OF CLASSES:

9.1. Classes of all theory courses will be in online mode.

9.2. Classes of the practical courses will be in offline mode during the period specified below:
- At IIT(ISM) Campus during the Summer Semester or during the period of Winter Vacation.
- Two slots will be provided during Summer Semester and one slot during the period of Winter Vacation. For completion of all practical credits requirement followed by the examination of the practical courses.

10. EXAMINATION:

10.1. Distribution of total marks: **Twenty Marks** for Mid Semester Examination and **Eighty Marks** for End Semester Examination.

10.2. Mid Semester Examination will be conducted in online mode.

10.3. End Semester Examination will be conducted in offline Mode either at IIT(ISM) Campus or Extension Centre at Delhi/Kolkata. The place of the examination will be decided subject to the number of students registered in the program.

11. ALLOTMENT OF SUPERVISOR(S):

- At the time of admission.
- One supervisor from the Institute and co-supervisor (optional) from the respective Industry/company/R & D organization.

12. EVALUATION OF THESIS:

Presentation of research work for evaluation in Offline Mode at the end of relevant semester within the specified duration given in the Academic Calendar.

13. ACADEMIC ROAD MAP:

All the courses, theory and practical along with the thesis, needs to be cleared as per the prescribed course structure within the specified duration as indicated in Table under section 7.1.

The student will present research proposal seminar on completion of 2nd semester i.e., while pursuing the practical during summer semester. Presentation of the Research Proposal before starting the thesis work will be mandatory failing which the student will not be allowed to pursue the research work.

14. WITHDRAWAL FROM THE EXECUTIVE M.TECH. PROGRAM AND ISSUING OF CERTIFICATE/ PG DIPLOMA:

If any student could not complete the academic program whatever the reason may be and wants to withdraw then s/he is eligible for certificate and PG Diploma subject to completion of the following requirements:
- For Certificate – After clearing of all the courses including lab courses prescribed in the course structure for 1st semester (i.e., 5 Theory and 2 Practical), a certificate will be issued.
- If any student wants to withdraw from the academic program after completion of 1st year and successfully completed all the courses prescribed for 1st Year (1st & 2nd semester) (i.e., 10 Theory and 4 Practical) then s/he will be eligible for getting PG Diploma.

Certificate and PG Diploma will be given during convocation of her/his batch.

15. AWARDING OF DEGREE

The student will be eligible for M. Tech. Degree after completion of all the academic requirements and the degree will be awarded in the convocation along with the students of regular M. Tech. program.

Guidelines to be followed for Executive MBA

1. NUMBER OF SEATS:

Intake capacity of executive MBA is 50. Minimum 10 candidates will be required to offer this program in any session. The reservation policy of the Government of India meant for higher educational institutions is strictly adhered to.

2. ELIGIBILITY CRITERIA FOR EXECUTIVE MBA PROGRAM:

Candidates applying for the Executive MBA Program should have
  (a) A Bachelor's degree after (10+2) in any discipline from a recognized institution, with at least 50% marks in aggregate or equivalent CGPA (45% in case of candidates belonging to SC, ST and PD (Persons with Disability). For Honours graduates the aggregate will include marks of both Honours and Pass Papers.
  (b) Executives/supervisors/entrepreneurs with post qualification one year experience from reputed industrial/R&D, public sector, Government, Semi-Government and reputed private sector organisations. Entrepreneurs should have registered firms with minimum annual turnover/sales of Rs. 200 lakhs (as per last year audited financial statement).

3. ADMISSION PROCESS:

Following processes will be completed for admission:

  (i)   Application for Admission in the Three-Year Executive MBA. Program will be invited by the Admission Cell of the institute. OR
          Through the agencies/organization/industry having a MoU with the Institute.

  (ii)   In both the cases cited above, all the application forms will be scrutinized by the Admission Committee of the concerned department.

  (iii)   After scrutinizing the applications, the applicant shall have to appear for a written entrance test to be conducted by the IIT (ISM) Dhanbad, followed by an Interview. Final selection shall be based on aggregate scores of written test and Interview. Weightage will be 50% for written test, 50% for Interview.

  (iv)   If it is observed that all the eligibility criteria have been fulfilled by the candidate then the HOD of the department will send the list of the candidates to the Admission Cell for final verification and issuing of the admission letter after approval from the competent authority.

3.1 Withdrawal of Admission

As per the institute guidelines.

4. DURATION OF THE ACADEMIC PROGRAM:

  (i)   Executive MBA Program will be of three years duration (Six Semesters).
  (ii)   In any case, student will not be allowed to continue her/his academic program after completion of the maximum duration (i.e., 4 years) and the academic program will be terminated automatically.

5. DURATION OF SEMESTER:

13 Weeks per semester (excluding the examination period).

6. COURSE STRUCTURE:

Maximum Duration of 3-Years				
Semester	Number of Courses			Credits
	Theory	Practical	Term Paper	
1st Semester	03	01		30
2nd Semester	03	01		29
3rd Semester	03	01	01	38
4th Semester	03	01	01	38
5th Semester	03	--	01	36
6th Semester	03	--	01	36

COURSE STRUCTURE FOR EXECUTIVE MBA PROGRAMME

Course No.	Course Name	L	T	P	C
Semester 1					
MSC501	Management Principles & Practices	3	0	0	9
MSC506	Managerial Economics	3	0	0	9
MSC504	Financial Accounting and Reporting	3	0	0	9
MSC509	Business Communication Lab	0	0	3	3
	Total	9	0	3	30

Course No.	Course Name	L	T	P	C
Semester 2					
MSC507	Decision Modelling	3	0	0	9
MSC510	Corporate Finance	3	0	0	9
MSC511	Organizational Behaviour	3	0	0	9
MSC515	Software Lab	0	0	2	2
	Total	9	0	2	29

Course No.	Course Name	L	T	P	C
Semester 3					
MSC512	Operations Management	3	0	0	9
MSC513	Marketing Management	3	0	0	9
MSC514	Human Resources Management	3	0	0	9
MSC508	Business Analytics Lab	0	0	2	2
	Term Paper-1	0	0	0	9
	Total	9	0	2	38

Course No.	Course Name	L	T	P	C
Semester 4					
MSC502	Research Methodology and Statistics	3	0	0	9
MSC519	Project Management	3	0	0	9
MSD505	Materials Management	3	0	0	9
MSC517	Simulation Modelling & Analysis Lab	0	0	2	2
	Term Paper-2	0	0	0	9
	Total	9	0	2	38

Course No.	Course Name	L	T	P	C
Semester 5					
MSD506	Investment Analysis and Portfolio Management	3	0	0	9
MSD503	Sales and Distribution Management	3	0	0	9
MSD516	Organizational Development and Change Management	3	0	0	9
	Term Paper-3	0	0	0	9
	Total	9	0	0	36

Course No.	Course Name	L	T	P	C
Semester 6					
MSD532	Computational Finance	3	0	0	9
MSC526	Strategic Management	3	0	0	9
MSC520	Quality Management	3	0	0	9
	Term Paper-4	0	0	0	9
	Total	9	0	0	36

Total Course Credits: 207

7. LIKELY SCHEDULE OF CLASSES PER WEEK:
- Session will commence as per IIT (ISM) Academic Calendar.
- Classes will be held in offline mode on weekends (Saturdays and Sundays) in Department of Management Studies and Industrial Engineering.
- The timings of the classes will be as follows: Saturday- 6 pm to 9 pm; and Sunday- 9 am to 6 pm.

8. EXAMINATION:

- Mid Semester Examination/End Semester Examination will be conducted in offline Mode at IIT(ISM) Campus.

9. ACADEMIC ROAD MAP:

All the courses, theory and practical along with the thesis, needs to be cleared as per the prescribed course structure within the specified duration. The student will present research proposal seminar on

completion of 4th semester. Presentation of the Research Proposal before starting the thesis work will be mandatory failing which the student will not be allowed to pursue the research work.

10. AWARD OF DEGREE:

MBA Degree (under Executive MBA Program) will be awarded to the candidates upon fulfilment of all the requirements of successfully completing the program.