भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ) धनबाद

INDIAN INSTITUTE OF TECHNOLOGY
(INDIAN SCHOOL OF MINES) DHANBAD

ACADEMIC REGULATIONS

Manual for

Postgraduate Programmes

PROCEDURES & REQUIREMENTS

PROGRAMMES COVERED

TWO-YEAR PROGRAMMES

- M.Tech.
- M.Sc.
- M.A.
- MBA
- MBA (Business Analytics)

THREE-YEAR PROGRAMME

- M.Sc.Tech.

EXECUTIVE PROGRAMMES

- Executive M.Tech.
- Executive MBA

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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., 2-year Exec. MBA, and 2-year Exec. M.Tech. The regulations provided herein detail the procedures and requirements of the PG programs 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 by the following departments

Sl. No.	Name of Department	Name of M.Tech Program
1	Applied Geophysics	Earthquake Science & Engineering
2	Chemical Engineering	Chemical Engineering
3	Chemistry & Chemical Biology	Pharmaceutical Science and Engineering
		Materials Science and Technology
4	Civil Engineering	Structural Engineering
		Geotechnical Engineering
		Water Resources Engineering
		Transportation Engineering
5	Computer Science and Engineering	Computer Science and Engineering
		Artificial Intelligence & Data Science
6	Electrical Engineering	Power System Engineering
		Power Electronics & Electrical Drives
		Intelligent Control and Instrumentation
7	Electronics Engineering	Electronics Engineering (Communication & Signal Processing)
		Electronics Engineering (Optical Communication & Integrated Photonics)
		Electronics Engineering (RF & Microwave Engineering)
		Electronics Engineering (VLSI Design)
8	Environmental Science & Engineering	Environmental Science & Engineering
9	Fuel Minerals and Metallurgical Engineering	Fuel and Energy Engineering
		Mineral Engineering
		Metallurgical Engineering
10	Management Studies and Industrial Engineering	Industrial Engineering & Management
11	Mathematics and Computing	Data Analytics
12	Mechanical Engineering	Mechanical Engineering (Machine Design)
		Mechanical Engineering (Manufacturing Engineering)
		Mechanical Engineering (Thermal Engineering)
13	Mining Engineering	Mining Engineering
		Geomatics
		Tunnelling and Underground Space Technology
		Mining of Critical Minerals
14	Petroleum Engineering	Petroleum Engineering

1.1.2 Master of Science (M.Sc.)

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

(a) Chemistry

(b) Mathematics and Computing

(c) Physics

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

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

(a) Business Administration

(b) Business Analytics

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

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

(a) Applied Geology

(b) Applied Geophysics

1.1.5 Master of Arts (M.A.)

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

(a) Digital Humanities

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

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

(a) Artificial Intelligence & Data Science

(b) Petroleum Engineering

(c) Mechanical Engineering

1.1.7 Executive Master of Business Administration (Exec. MBA)

This is a 2-year academic program offered by the Department of Management Studies & Industrial Engineering.

1.2 Admission Procedure & 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 need to be fulfilled. However, these eligibility criteria and the terms and conditions may be made more stringent by the concerned Departmental Post Graduate Committee (DPGC). The number of seats to which admissions can be made in a given program shall be as approved by the Senate/competent authority from time to time. An applicant possessing the qualifications and other eligibility criteria 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 must be an Indian National.

(b) The candidate should have a Bachelor's degree in Engineering or a Master's degree in Science from Institutes recognized by the Government.

(c) The minimum marks are 60% or CGPA of 6.0 (on a 10-point scale) for UR/EWS/OBC in a Bachelor's degree in Engineering or in a Master's degree in Science.

(d) Candidates belonging to SC/ST/PwD who have the basic qualifying degree are eligible to apply, provided they have secured marks not less than 55% or CGPA not less than 5.5 in the relevant degree.

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

(f) 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.

(g) Candidates should have a valid GATE score, which must remain valid at the time of admission. However, the requirement of GATE shall be waived for candidates falling under any of the following categories:

(i) Candidates admitted to the programme under the Sponsored Category who hold a Bachelor's degree from a Centrally Funded Technical Institute (CFTI) with a CGPA of 8.0 or above.

(ii) Candidates sponsored by organizations under a Memorandum of Understanding (MoU) with the Institute and/or admitted under the Quality Improvement Programme (QIP).

(iii) Candidates holding a Bachelor's degree from an IIT with a CGPA of 8.0 or above.

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

(a) Admission to this program is through JAM (Joint Admission Test for M.Sc.).

(b) Eligibility for admission, including the qualifying Bachelor's degree, essential subjects, their minimum duration and any minimum marks/CGPA, shall be as per the JAM eligibility criteria specified for IIT(ISM) Dhanbad for the relevant admission year.

(c) Admission is confirmed only after physical verification of the required documents by the Office of the Dean (Academic).

(d) Reservation for SC/ST/OBC (Non-Creamy Layer)/PwD/EWS candidates shall be as per Government of India rules.

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

IIT(ISM) Dhanbad offers admission to the MBA and MBA (Business Analytics) programmes to candidates holding a valid score in the Common Admission Test (CAT) conducted by the IIMs, as specified in the admission notification for the relevant session.

I. Master of Business Administration (MBA)

(a) Graduates (or holders of a professional qualification recognized by the UGC as equivalent to a University degree) in any discipline, with First Class, or a minimum of 60% marks in aggregate or CGPA of 6.0 out of 10 (55% marks in aggregate or CGPA of 5.5 out of 10 for SC/ST/PwD (Differently Abled) category candidates), in the qualifying degree from a recognized University.

(b) Final-year students of the qualifying degree are also eligible to apply. Such candidates, if selected, shall be admitted provisionally, subject to their meeting all requirements of the qualifying degree before commencement of the programme, and producing a provisional certificate of completion by the date specified in the admission notification for the relevant session.

(c) All applicants must hold a valid CAT score for the relevant admission cycle.

(d) **Eligibility Criteria for International Students:** A Bachelor's degree of a minimum of three years from a recognized university, with 55% marks in aggregate in all subjects, and a valid Graduate Management Admission Test (GMAT) score (including the AWA score) / Interview. The GMAT score shall not be older than two years at the time of admission.

II. MBA (Business Analytics)

(a) Candidates with a B.Tech./B.E. degree in any discipline from a recognized university/institute, with at least 60% marks in aggregate or CGPA of 6.0 out of 10 (55% marks in aggregate or CGPA of 5.5 out of 10 for SC/ST/PwD (Differently Abled) category candidates).

(b) Final-year students of the qualifying degree are also eligible to apply, on the same provisional-admission terms as at I(b) above.

(c) All applicants must hold a valid CAT score for the relevant admission cycle.

(d) Eligibility Criteria for International Students: as at I(d) above. Candidates shortlisted under either programme shall be intimated for the Personal Interview through their registered email[1].

III. Selection Procedure: See Annexure 1.1.

IV. Reservation of seats

Reservation for SC/ST/OBC (Non-Creamy Layer)/PwD/EWS candidates will be as per Government of India rules.

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

(a) Admission to such programs is through JAM.

(b) Eligibility for admission, including the qualifying Bachelor's degree, essential subjects, their minimum duration and any minimum marks/CGPA, shall be as per the JAM eligibility criteria specified for the relevant admission year for the disciplines offered (Applied Geology, Applied Geophysics).

(c) Candidates with colour blindness and/or uni-ocularity are not eligible for admission, given the fieldwork requirements of the program.

(d) A candidate with a disability (PwD) must be able to walk in the field, without assistance/escort, under both on-road and off-road conditions, to undertake the fieldwork component of the program.

(e) Admission is confirmed only after physical verification of the required documents by the Office of the Dean (Academic).

(f) Reservation for SC/ST/OBC (Non-Creamy Layer)/PwD/EWS candidates shall be as per Government of India rules.

1.2.1.5 *Admission in Master of Arts (M.A.)*

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

(b) (i) Minimum 60% or CGPA/CPI of 6.0 (10-point scale, without rounding off) for UR/EWS/OBC candidates.

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

(c) A candidate appearing in the final semester/year examination of the qualifying degree is eligible to apply, subject to meeting the above criteria and producing proof of the same at the time of admission, physical registration, or such other date as specified in the admission schedule.

(d) Selection is based on the number of vacancies and the candidate's performance in a written test conducted by the Institute, of a duration and syllabus notified for each admission cycle.

(e) Admission is confirmed only after physical verification of the required documents by the Office of the Dean (Academic).

(f) Reservation for SC/ST/OBC (Non-Creamy Layer)/PwD/EWS candidates shall be as per Government of India rules.

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

(a) B.Tech./B.E. in Engineering, or M.Sc./M.Sc.Tech., in the specific discipline(s) notified by the Institute for each Exec. M.Tech. Specialization.

[1] Notification No. IITISM/DAC/886, dated; 21.03.2025

(b) Minimum 60% or CGPA/CPI of 6.0 (10-point scale, without rounding off) for UR/OBC-NCL/EWS candidates; minimum 55% or CGPA/CPI of 5.5 for SC/ST/PwD candidates.

(c) Working professional with a minimum of two years' experience.

(d) Applications are scrutinized by the DPGC/Course Coordinator of the concerned department; the concerned department may conduct a written test, if desired; shortlisted candidates undergo an interview before a panel constituted by the Head of the Department. Candidates satisfying the eligibility criteria and qualifying in the interview are placed on a merit list forwarded by the HoD to the Admission Cell for final verification and issue of a provisional admission letter, on approval of the competent authority.

(e) Admission is confirmed only after physical verification of the required documents by the Office of the Dean (Academic).

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

(g) The Reservation Policy (in the seat quota) will not be applicable at the time of selecting candidates for the 2-Year Executive M.Tech. Program.

Detailed guidelines about the Executive M.Tech. program are available at Annexure 1.2.

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 the case of candidates belonging to SC, ST and PwD (Persons with Disability)). For Honours graduates, the aggregate will include marks of both Honours and Pass papers.

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

(a) Selection is through a written entrance test conducted by the Institute (subjective in nature, testing managerial aptitude and general awareness), followed by an interview conducted in online mode; final selection is based on the aggregate of the written test and interview scores.

(a) Admission is confirmed only after physical verification of the required documents by the Office of the Dean (Academic).

(a) The Reservation Policy of the Government of India applicable to higher educational institutions is applicable to admission in the Exec. MBA program.

Detailed guidelines about the Executive MBA program are available at Annexure 1.3.

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 laid down under Section 1.2.1.1. However, a 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. PIO/OCI candidates have no such restriction. The equivalence of their qualifications (except JAM/GATE/CAT etc.) with those of general candidates shall be assessed by the DPGC of the respective department and approved by the SPGC. Candidates who meet the qualifications may be admitted to the appropriate program.

(b) Applications of foreign nationals sponsored by the Indian Council of Cultural Relations (ICCR), or under an MoU between IIT(ISM), Dhanbad and the sponsor, shall be scrutinized by the concerned department to assess suitability for admission. Admission shall be offered after considering the recommendation of the DPGC and approval of the SPGC, and shall in all cases be subject to the clearance of the Central Government, in the same manner as prescribed at clause (c) below for non-sponsored NRI/PIO/OCI/foreign national candidates.

(c) Non-sponsored candidates belonging to the NRI/PIO/OCI/foreign national category shall also be considered for admission to PG programs. Candidates residing in India seeking admission to M.Sc./M.Sc.(Tech.)/M.Tech./MBA programs must satisfy the JAM/GATE/CAT requirements (if eligible to take it). Candidates currently in India who have not taken JAM/GATE/CAT may also seek admission, provided the respective department recommends the application based on qualifications and credentials, and this is approved by the SPGC. Admission of such candidates is subject to clearance by the Central Government.

1.2.2.3 Sponsored Candidates

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

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

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

(d) The admission procedure consists of (i) shortlisting through GATE/NET/an appropriate national-level examination and/or a written examination conducted by the department, and (ii) an interview.

(e) For Bachelor's degree holders from the IIT system having a CGPA of 8.0 and above, the requirement of GATE/NET is waived off.

1.3 Multiple Entry Options for PG Programs

Students admitted through JEE are given the opportunity to pursue PG programs (M.Tech. and MBA) for obtaining a Master's degree along with their B.Tech. degree, under the Dual Degree academic program, divided into the following categories:

1. Category-**A**: B.Tech. & M.Tech. degree in the same Discipline/Department.
2. Category-**B**: B.Tech. degree in the parent Discipline/Department and the M.Tech. degree in a different Discipline/Department.
3. Category-**C1**: B.Tech. degree in the parent Discipline/Department and the MBA degree.
4. Category-**C2**: B.Tech. degree in the parent Discipline/Department and the MBA-BA degree[2].
5. Category-**D**: B.Tech. degree in the parent Discipline/Department and the MBA degree from IIM (Mumbai)[3].

The academic program of students who avail this opportunity is governed by the rules and regulations applicable to PG students during the period of pursuing the Master's program, i.e., the 9th and 10th semesters, as prescribed in this PG Manual, except that a candidate under Category-**D** shall follow the curriculum and academic evaluation prescribed by IIM Mumbai for the MBA degree during the 8th, 9th, and 10th semesters, all other applicable rules and regulations of this Manual (including registration, discipline, and administrative matters) continuing to apply to such candidate throughout.

[2] Notification No. IITISM/DAC/839, dated; 23.10.2024
[3] Notification No. IITISM/DAC/838, dated; 21.10.2024

1.4 Reservation of Seats

The Reservation Policy is applicable as per Government of India norms, except (a) for UG students who opt for Dual Degree programs, and (b) for candidates selected for the 2-Year Executive M.Tech. Programme.

1.5 Validity of Admission and Its Cancellation

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

(a) is eligible for admission to the specified program;
(b) has completed all the steps laid down under the procedure for admission; and
(c) has accepted the admission offer given by the Institute and 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, and category certificate (if under reserved category), in the prescribed format on or before the last date of submission specified in the Academic Calendar.

All admissions to the Institute are subject to approval of the Senate/competent authority. The admission of a student can be cancelled by the Senate/competent authority if 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/competent authority 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 Postgraduate (PG) students to change their registration from a PG program to the Integrated PG-Ph.D. program, subject to fulfilment of certain norms and eligibility criteria. The basic objective is to give meritorious PG students registered in the M.Tech./M.Sc.Tech./M.Sc./MBA/MBA(BA)/M.A. programs of the Institute the opportunity to change their academic program from PG to Integrated PG-Ph.D. and pursue the Ph.D. program jointly. For details, refer to Chapter 5.

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

CHAPTER 2 : CURRICULUM

2.1 Components of the Curriculum

(a) Departmental Compulsory (DC): Theory courses (PG level) compulsory for students in their parent discipline/department.

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

(c) Departmental Elective (DE): Elective courses (PG level) offered by departments for their own students.

(d) Research Methodology (RM): A Research Methodology course compulsory for students in their parent discipline/department.

(e) Training (TR): Field Training/Summer and Winter Internship.

(f) Thesis/Internship (TU): A mandatory research component for students in their parent discipline/department, or Internship in lieu of project.

(g) Term Project (TP): Term Project compulsory for students of MBA/MBA(BA).

(h) Non-Credit Units (NCU): A mandatory non-credit component, comprising NCC/NSS/NSO/Yoga, Community Outreach/Community Service/Sports/Student Club/Cultural activities, Inter-IIT/Inter-University/State/National/International event participation, and other co-curricular activities[1].

2.2 Academic Requirements and Minimum-Maximum Duration

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

Table 1: Academic Requirements and Minimum-Maximum Duration

Sl. No.	Program	Minimum Total Credits (NEP)	Minimum Duration (Semesters)	Maximum Duration (Semesters)
1	2-Year M.Tech.	85	4	6
2	2-Year M.Sc.	81	4	6
3	2-Year MBA	80.5	4	6
4	2-Year MBA (BA)	80.5	4	6
5	3-Year M.Sc.Tech.	123	6	8
6	2-Year M.A.	82	4	6
7	2-Year Exec. M.Tech.	85	4	6
8	2-Year Exec. MBA	80	4	6

[1] Notification No. IITISM/DAC/825, dated; 18.09.2024

2.3 Credit Distribution of Different PG Programs

2.3.1 Credit Distribution of 2-Year M.Tech. Program

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

Semester	DC [3-1-0]	DE [3-0-0]	RM [3-0-0]	DP [0-0-3]	Thesis	Credits
1st	3	2		3		22.5
2nd	3	1	1	3		22.5
3rd					1	20
4th					1	20
Course Count	6	3	1	6	2	**Total 85 Credits**
Credit Count	24	9	3	9	40	85

2.3.2 Credit Distribution of 2-Year M.Sc. Program

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

Semester	DC*	DE [3-0-0]	RM [3-0-0]	DP [0-0-3]	Thesis	Credits
1st	5			2		21
2nd	4	1		2		20
3rd	2	2	1	2		20
4th					1	20
Course Count	11	3	1	6	1	**Total 81 Credits**
Credit Count	40	9	3	9	20	81

**At least 3 DCs of 3-1-0 in Sem 1; 2 each in other semesters*

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

2.3.3.1 Table 4: The distribution of credits among the components of MBA

Semester	DC*	DE [3-0-0]	DP**	Term Paper	Credits
1st	5		1		19.5
2nd	6		1		21
3rd		4		1	20
4th		4		1	20
Course Count	11	8	2	2	**Total 80.5 Credits**
Credit Count	38	24	2.5	16	80.5

**At least 3 DCs of [3-1-0] in Sem 1, 2 in Sem 2; **[0-0-3] in Sem 1, [0-0-2] in Sem 2*

2.3.3.2 Table 5: The distribution of credits among the components of MBA (Business Analytics)

Semester	DC*	DE [3-0-0]	DP**	Term Paper	Credits
1st	5		1		20.5
2nd	6		1		20
3rd		4		1	20
4th		4		1	20
Course Count	11	8	2	2	**Total 80.5 Credits**
Credit Count	38	24	2.5	16	80.5

**At least 4 DCs of [3-1-0] in Sem 1, 1 in Sem 2; **[0-0-3] in Sem 1, [0-0-2] in Sem 2*

2.3.4 Credit Distribution of 3-Year M.Sc.Tech. Program

Table 6: Credit Distribution of 2-Year M.Sc. Tech. Program

Semester	DC*	DE [3-0-0]	RM [3-0-0]	DP [0-0-2]	Thesis	Vocational Training / Excursion / Field Visit [S/X]	Internship	Credits
1st	5			3				21
2nd	5			3		1		21
3rd	5			3				20
4th	5			2		1		20
5th	2	2	1				1	21
6th					1			20
Course Count	22	2	1	11	1	2	1	**Total 123 Credits**
Credit Count	72	6	3	11	20	6	5	123

** 1st Sem: 3 DC of [3-1-0] and 2 DC of [3-0-0]; 2nd and 4th Semester: all DC of [3-0-0]; 3rd Semester: 2 DC of [3-1-0] and 3 DC of [3-0-0]; 5th Semester: 1 DC of [3-1-0] and 1 DC of [3-0-0]*

2.3.5 Credit Distribution of 2-Year M.A. Program

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

Semester	DC*	DE [3-0-0]	RM [3-0-0]	DP [0-0-3 / 0-0-2]	Thesis	Credits
1st	4		1	2		21
2nd	4	1		1		20.5
3rd	3	2		2		19.5
4th					1	20
Course Count	11	3	1	5	1	**Total 82 Credits**
Credit Count	42	9	3	7	20	81

**At least 3 DCs of 3-1-0 in Sem 1, 2 thereafter*

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

Semester	DC [3-1-0]	DE [3-0-0]	RM [3-0-0]	DP [0-0-3]	Thesis	Credits
1st	3	2		3		22.5
2nd	3	1	1	3		22.5
3rd					1	20
4th					1	20
Course Count	6	3	1	6	2	**Total 85 Credits**
Credit Count	24	9	3	9	40	85

2.3.7 Credit Distribution of 2-Year Exec. MBA Program (maximum duration of 3 years)

Table 9 :Credit Distribution of 2-Year Exec. MBA Program

Semester	No. of DC Courses	No. of DE Courses	Credits
1st	6	-	20
2nd	6	-	20
3rd	1	4	20
4th	1	4	20
Total	14	8	**80**

2.3.8: Non-Credit Units:

(a) In addition to the credits shown in Tables 2 to 9 above, every PG student must additionally earn the prescribed minimum Non-Credit Units before completion of the program, w.e.f. Monsoon Semester 2024-25, as per the following:

M.Tech. / M.Sc. / MBA / MBA (BA) / M.A.	Minimum 12 Non-Credit Units
M.Sc.Tech.	Minimum 16 Non-Credit Units.

(b) **The constituent activities:** NCC/NSS/NSO/Yoga; Community Outreach/Service/Sports/Student Club/Cultural activities; Inter-IIT/Inter-University/State/National/International event participation; and other co-curricular activities,

(c) The per-semester minimums, and the evaluation modalities are as prescribed by the Senate/Office of Dean (Academic) from time to time.

The detailed guidelines for NCU are given in Annexure 2.1

2.4 Course Structure of PG Program

The approved course structure for all PG programs is available on the Institute's website.

2.5 Credits

The following formula is employed to calculate the credits of a course: C = L + T + 0.5P, 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 Academic Load in a Regular Semester

(a) In a regular semester (Monsoon or Winter), no minimum or maximum credit limit applies. A student may register for an overload or an underload of courses at her/his own choice, irrespective of GPA, subject to there being no timetable clash[2].

(b) This applies equally to students with deficient academic performance (Chapter 4). Such students may take fewer credits in the following semester if they wish.

(c) A student who takes an underload is solely responsible for completing the program within the maximum duration given in Section 2.2. If the minimum CGPA or credit requirements are not met, or backlog courses remain pending, when the maximum duration ends, the program shall be discontinued automatically[3].

(d) The academic load in the Summer Semester is governed by Section 3.6.

2.6.1 Additional Courses

(a) *Dropped courses.* A student with dropped courses may take them as an overload in a regular Monsoon or Winter semester, subject to no timetable clash[4].

(b) *Extra courses.* A student may take extra courses beyond the graduation requirements, out of interest, with the consent of the DPGC Convener. The application **[Form A1]** shall be submitted to the Academic Section through the DPGC Convener during the add/drop period. The letter grade in an extra course is shown on the grade sheet but not counted in the SGPA/CGPA[5].

(c) *Specialized Courses.* A student may register for Specialized Courses (1-3 credits) beyond the program template as audit courses, subject to no timetable clash. If the student is short of the credits needed to complete the program, up to 7 credits earned through Specialized Courses may be counted, with their grade points, towards the SGPA/CGPA and the credit requirement[6].

[2] Notification No. IITISM/DAC/823, dated; 19.06.2025
[3] Notification No. IITISM/DAC/639, dated; 11.03.2024
[4] Notification No. IITISM/DAC/885, dated; 21.03.2025
[5] Notification No. IITISM/DAC/923, dated; 19.06.2025
[6] Notification No. IITISM/DAC/883, dated; 21.03.2025

CHAPTER 3: ACADEMIC SESSION AND REGISTRATION

3.1 Academic Session/Year

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

3.2 Duration

Each academic session comprises two regular semesters, Monsoon (August to December) and Winter (January to May), each with 14 weeks of classes, and a Summer Semester (May to July). The exact duration of each semester is specified in the Academic Calendar.

The Summer Semester is not a regular semester. It is offered only to meet the specific requirements of students, such as: clearing failed backlog courses; grade improvement examinations; completing pending thesis/project work; internships. Its modalities are given in Section 3.6.

Each week has five working days of instruction, Monday to Friday. Classes are normally avoided on Sundays and holidays. However, any working day lost for some reason may be compensated on another day of the week, preferably a Saturday.

A summer course offered in regular mode shall have the same total hours of instruction as in a regular semester. A course offered in self-study mode shall have only the prescribed examinations and quizzes, as per Section 3.6[1].

3.3 Academic Calendar

The Academic Calendar, as approved by the Senate, is the schedule of all academic activities. These include: the pre-registration windows, fee payment and physical registration; the first and last days of classes; the examination periods, including make-up examinations; the semester breaks; the period for online course feedback; the deadlines for submitting final grades, and the declaration of results; the Summer Semester; the vacation periods.

The Academic Calendar, and any revision of it approved by the Senate, shall be published on the Academics webpage of the Institute website. The version published there shall be treated as the current calendar[2].

No deviation from the Calendar is allowed except for unforeseen and unavoidable reasons. In all such cases, the approval of the Chairperson, Senate is necessary, and the deviation shall be reported at the next Senate meeting.

Students and faculty members shall complete all academic activities within the timelines specified in the Academic Calendar. Missing a deadline may lead to the consequences prescribed in this manual, such as a late fine, dropped pre-registration or withholding of results[3].

3.4 Semester Registration

Each admitted student must register in person before each regular semester (compulsory) and summer semester (optional) begins, on the dates specified in the Academic Calendar.

Students admitted to the first year of a program who are awaiting the final result of the qualifying examination may register provisionally. They must submit a certificate from their last institution stating that they have appeared in the final qualifying examinations (theory and practical). Such students must submit documents showing that they have passed the qualifying examination on or before the last date specified in the Academic Calendar. The admission of a student who has not submitted these documents by the due date shall be cancelled.

[1] Notification No. IITISM/DAC/1070, dated. 19.12.2025;
[2] Notification No. IITISM/DAC/1190, dated. 23.09.2026
[3] Notification No. IITISM/DAC/1061, dated. 31.10.2025

Students shall complete the following three steps of semester registration, in sequence: 1.Academic registration (pre-registration), as per 3.4.1; 2. Fee payment; 3. Physical registration/reporting. Steps 2 and 3 together form the administrative registration. Notifications for fee payment and physical reporting are issued by the Office of the Dean (Students' Welfare).

A student who misses any of the three steps shall be dropped from the semester and may register only in the next semester. The result of a student who has pre-registered but not completed fee payment and/or physical registration shall be withheld. If the student does not complete the formalities by the date notified, the pre-registration shall be dropped automatically.

3.4.1 Pre-registration

(a) Each student shall pre-register for the next semester online, through the Institute's pre-registration portal/MIS, during Window 1 as specified in the Academic Calendar. Pre-registration is mandatory, and the semester fee can be paid only after pre-registration has been completed successfully.

(b) The student shall choose elective courses in consultation with the DPGC Convener/Course Instructor/thesis supervisor (where one has been allotted). Elective courses (DE) are allotted after Window 1 closes, on the basis of the student's CGPA at the time of pre-registration.

(c) The pre-requisites of a course, if any, are displayed during pre-registration for information. A student may register for any offered elective course without having fulfilled its pre-requisites.

(d) In principle, a student cannot take two courses with similar content offered by different departments under different course codes/names. Details of the courses of all programs are available on the Academic page of the Institute website.

(e) A student may choose the number of courses and the course load, subject to Section 2.7, provided there is no timetable clash among the courses[4]. A course with a timetable clash shall be removed from the student's registration, whether the clash is found during registration or later.

(f) A student may also register for Specialized Courses beyond the program template, as audit courses, subject to no timetable clash (see 2.7.1(c))[5].

(g) Once the courses for the semester are finalised, the student must verify them at the time of physical registration/reporting. Any discrepancy must be reported in writing to the Office of the Dean (Academic) by the next working day after physical registration/reporting. No request will be entertained after this deadline, and no further courses may be added.

(h) A student may drop a course on or before the last date specified for this in the Academic Calendar, and may withdraw from a course after the mid-semester examination as notified by the Office of the Dean (Academic)[6]. A course dropped or withdrawn from in a semester cannot be taken in the Summer Semester of that year.

3.4.2 Fee Payment

(a) A student who has completed pre-registration shall pay the semester registration fee within the period specified in the Academic Calendar.

(b) The fee payable, and the detailed guidelines for fee payment and physical reporting, shall be notified each semester by the Office of *Dean (Students' Welfare)* designated by the Institute.

(c) No fee is payable, and no hostel facility is provided, for a semester covered by an approved semester drop or semester leave.

[4] Notification No. IITISM/DAC/923, dated. 19.06.2025
[5] Notification No. IITISM/DAC/883, dated. 21.03.2025
[6] Notification No. IITISM/DAC/746, dated. 20.08.2024

3.4.3 Late Pre-registration and Fee Payment (Windows 2 and 3)

(a) A student who does not complete pre-registration and/or fee payment in Window 1, or whose pre-registration is cancelled for any reason, will be given two further opportunities to complete both, with a late fine:

i. **Window 2:** with a late fine of ₹5,000/-;

ii. **Window 3:** with an enhanced late fine of ₹10,000/-.

(b) Each window is open during the period specified in the Academic Calendar.

(c) Windows 2 and 3 are common to pre-registration and fee payment. The late fine applicable to the window is added once to the total fee payable[7].

(d) Since electives are allotted after Window 1 closes, a student who pre-registers in Window 2 or 3 will have limited or no choice of electives. S/he may choose only from electives in which seats are still available[8].

(e) The amounts of the late fine may be revised by the competent authority and notified each semester.

3.4.4 Failure to Register and Waiver of Late Fine

(a) A student who does not complete pre-registration and fee payment in any of Windows 1, 2 or 3, or who does not complete physical registration/reporting (3.4.5), shall be dropped from the semester. S/he may register only in the next semester, and the dropped semester shall count towards the maximum duration of the program.

(b) Where a student has pre-registered but not completed fee payment and/or physical registration, the result shall be withheld. The pre-registration shall be dropped automatically if the formalities are not completed by the date notified by the Office of the Dean (Academic)[9].

(c) The late fine may be waived if the student obtained prior permission from the Dean (Academic) for late registration. Such a waiver is not a general rule and will be considered only case by case.

3.4.5 Physical Registration/Reporting

(a) Every student who has completed pre-registration and fee payment shall report in person for physical registration as per the timeline in the Academic Calendar. Physical registration is permissible only during the slot allotted to the student's batch/program, as notified by the office designated by the Institute (currently the Office of the Dean (Students' Welfare)).

(b) Physical registration requires:

i. verification of the registered list of courses (see 3.4.1(g));
ii. verification of fee payment and clearance of any outstanding dues;
iii. signing the registration roll in person at the designated office.

(c) A registered student who misses the scheduled date may join up to two weeks after classes begin. No fine is charged for reporting within the first week. A fine of ₹5,000/- is charged for reporting after the end of the first week and up to the end of the second week. No physical registration is allowed after two weeks. The leave entitlement of a student reporting after classes begin shall be adjusted accordingly.

(d) Any undertaking required in connection with academic deficiency (Chapter 4) shall be submitted to the Academic Section, along with a copy of the physical registration slip.

(e) All pending dues (fines, library dues, etc.) shall be cleared through MIS every year, at physical registration for the Monsoon Semester.

(f) A student on an approved internship (Chapter 9) in India or abroad, with no coursework in that semester, need not report in person. However, s/he must email the designated office for permission to be absent at least one week before the date of physical registration.

[7] Notification No. IITISM/DAC/1138, date. 03.06.2026
[8] Notification No. IITISM/DAC/1060, dated. 31.10.2025
[9] Notification No. IITISM/DAC/1135, dated. 13.05.2026

3.4.6 Semester Drop / De-Registration from the Academic Program

(a) A student dropped from a semester under 3.4.4(a) without the prior approval of the Dean (Academic) shall pay a fine of ₹10,000/- when registering for the next semester.

(b) A student who drops two semesters without the prior approval of the Dean (Academic) shall be de-registered from the program automatically. A de-registered student may re-register only with the approval of the Chairperson, Senate, on the recommendation of the DPGC and the Dean (Academic). The period of drop or de-registration counts towards the maximum duration of the program[10].

3.4.7 Confirmation of Registration

Between the add/drop date and the start of classes specified in the Academic Calendar, every PG student, and every 5th-year Integrated M.Tech./Dual Degree student, shall take a printout of her/his semester registration slip to confirm registration in the appropriate DE courses. S/he shall submit a signed copy to the DPGC Convener through her/his supervisor. The DPGC Convener shall report any irregularity in the chosen DE courses to the Academic Section (reg_pg@iitism.ac.in / arpg@iitism.ac.in) within a week of the start of classes. Courses shall be dropped or de-registered, as necessary, if irregularities are found by the Academic Section at any stage of the program.

3.5 Cancellation of Registration

3.5.1 Cancellation of Semester Registration

(a) A student's registration in all courses of a semester shall be cancelled if s/he remains absent from all academic activities for more than twenty (20) working days in the semester, even with approved leave (including medical leave). In such a case the student shall be given a semester drop, and the fee paid for the semester shall not be refunded.

(b) For this purpose, academic activities include: classes, tutorials, laboratory or practical sessions; submission of assignments; quizzes and examinations; thesis/project work; an approved internship (Chapter 9). This clause applies only to complete absence from all academic activities. It does not create any minimum attendance requirement for individual courses, which stands withdrawn under 6.6.

(c) A student's semester registration may also be cancelled by a decision of the competent authority in disciplinary proceedings (Chapter 11).

3.5.2 Cancellation of Registration in a Course

A student's registration in a course may be cancelled at any stage if there is a timetable clash between two courses s/he has chosen, even a clash of a single lecture, or if s/he is found ineligible to register for the course for any other reason. An unmet pre-requisite of an elective course is not a ground for cancellation[11]. A decision in disciplinary proceedings may also lead to de-registration from course(s).

3.6 Summer Semester

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

(a) Clear backlog/failed courses.

(b) Improve courses in which a D, C or C+ grade was secured.

(c) complete pending thesis/project work;

(d) undertake an approved internship (Chapter 9)[12].

[10] Notification No. IITISM/DAC/560, dated. 01.08.2023
[11] Notification No. IITISM/DAC/403, dated. 02.01.2023
[12] Notification No. IITISM/DAC/561, dated. 02.08.2023; Notification No. IITISM/DAC/1142, dated. 17.06.2026

3.6.1 Courses for Failed/Backlog Students

(a) **Self-study mode.** A student with an F grade in a course may register for it in self-study mode if the course is offered in the summer. Self-study mode is not allowed for: (i) a substitute/alternate course, meaning a different course assigned by the department in place of the student's original course when the original is discontinued or unavailable; (ii) an open elective; (iii) any other course whose classes the student has not attended[13].

(b) **Regular mode.** A course may be offered in regular mode in the summer only if at least ten students are available to register for it. The Dean (Academic) may relax this for graduating students.

(c) **Offering of courses.** A student wishing to take a course in the summer shall apply in Form S1 to the course instructor/HoD of the offering department, stating whether s/he wants self-study or regular mode. After considering the requests and faculty availability, the HoD shall finalise two lists, one of self-study courses and one of regular-mode courses, and send them to the Office of the Dean (Academic) by the date in the Academic Calendar. No course may be added after summer pre-registration starts[14].

(d) A course dropped or withdrawn from during the academic year cannot be taken in the Summer Semester.

(e) A student may register for all the failed/backlog courses needed to meet the credit requirements of the program.

3.6.2 Improvement Examination

(a) The Improvement Examination is a distinct category of registration and is administratively scheduled to coincide with, but is not to be treated as the same as, the Summer Semester Examinations conducted for backlog/failed courses under Section 3.6.1.

(b) The Improvement Examination for a course shall be conducted along with the Summer Semester Examination of the same academic year in which the course was originally offered. Improvement cannot be deferred to a Summer Semester of a subsequent academic year.

(c) A student may register for improvement in up to two courses from the Monsoon Semester and up to two courses from the Winter Semester of that academic year, subject to an aggregate maximum of four courses across both semesters combined.

(d) Students who wish to register for an improvement examination must register specifically under the "Improvement" category, distinct from registration for backlog/failed courses under Section 3.6.1.

(e) Students having only D, C or C+ grade in a course are eligible to register for improvement in that course; students who obtained an 'F' grade, or who obtained a subsequent D, C or C+ grade in a course after first obtaining an 'F' grade, are not eligible to apply for improvement examination in that course.

(f) An improvement examination fee of ₹10,000/- per course is payable, with relaxation for SC/ST/PwD students as per Institute norms.

(g) Students who appear in an improvement examination are not eligible for any Institute medal (see 10.3).

3.6.3 Examination and Grading in the Summer Semester

(a) Only the end-semester examination (50% weightage) is held. The marks of the mid-semester examination (30%) and quizzes/assignments (20%) obtained in the regular semester are carried forward.

(b) The grading range (cut-offs) of the regular semester in which the course was originally taken shall apply.

(c) The maximum grade that may be awarded is B[15].

(d) In an improvement examination, if the grade obtained is lower than the original grade, the original grade stands[16].

[13] Notification No. IITISM/DAC/885, dated. 21.03.2025
[14] Notification No. IITISM/DAC/896, dated. 08.05.2025
[15] Notification No. IITISM/DAC/1086, dated. 13.01.2026
[16] Notification No. IITISM/DAC/1070, dated. 19.12.2025

CHAPTER 4 DEFICIENCY IN ACADEMIC PERFORMANCE

4.1 Academic Deficiency

At the end of each regular semester (Monsoon/Winter), when the results are declared, a student shall be placed on Academic Deficiency if either of the following applies:

(a) her/his CGPA is below the minimum CGPA required to pass the program. Specifically, Students will be placed on Academic Deficiency if[1]

i. SGPA < 4.0 and CGPA ≥ 4.0; OR

ii. SGPA ≥ 4.0 and CGPA < 4.0; OR

iii. SGPA < 4.0 and CGPA < 4.0.

(b) s/he has an F, 'Ab' or X grade in any course required for the program that has not yet been cleared, either by passing the course or an approved substitute[2].

A student who has been allowed a make-up examination shall be assessed under (b) after the make-up result is declared.

A student shall be removed from Academic Deficiency at the end of the regular semester in which neither (a) nor (b) applies any longer.

4.2 Conditions for a Student on Academic Deficiency

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

(a) The student shall register with priority for the courses (or their substitutes) in which s/he has an F, 'Ab' or X grade.

(b) The student shall not hold any post or position in the hostel, the Students' Gymkhana or any other organisational body of the Institute.

(c) The student shall abide by any other conditions laid down by the SPGC/Senate.

(d) The student may, if s/he wishes, register for fewer credits in the subsequent semester.

Conditions (a) to (c) are mandatory. Condition (d) is at the student's option.

4.3 Continuation and Discontinuation

(a) A student on Academic Deficiency may continue in the program up to the maximum duration given in Section 2.2

(b) The program of such a student shall be discontinued automatically at the end of the maximum duration if s/he has not met the minimum CGPA or the minimum earned credits, or still has pending/backlog courses. The provisions of 7.1 on appeal (**Form A5** is applicable) for reinstatement and the extended period shall apply.

4.4 Intimation and Reporting

(a) The Office of the Dean (Academic) shall issue a letter of Academic Deficiency to the student, with a copy to the DPGC Convener/HoD. The student's parent/guardian shall be informed in writing.

(b) A list of students on Academic Deficiency shall be reported to the Senate at the end of every semester.

[1] Notification No. IITISM/DAC/1183, dated. 17.09.2026
[2] Notification No. IITISM/DAC/1179, dated. 17.09.2026

(c) The Automation Centre shall provide on MIS[3]:

i. a facility to generate, when semester results are published, the list of students meeting the criteria in 4.1;
ii. a facility to remove from the list students who have left, withdrawn or are on semester leave, and other exceptional cases approved by the DPGC Convener or the Dean (Academic);
iii. a facility to send an automatic email, in a single click, to all the selected students, their guardians, the HoDs, etc.

[3] Notification No. IITISM/DAC/699, dated. 11.03.2024

CHAPTER 5: INTEGRATED PG-PH.D. PROGRAM

5.1 Integrated PG-Ph.D. Program

(a) Registered and eligible PG students of the M.Tech., M.Sc.Tech., M.Sc., MBA, MBA (BA) and M.A. programs are given a one-time opportunity to change their registration from the PG program to the Integrated PG-Ph.D. program.

(b) Admission to the Integrated PG-Ph.D. program is also open directly after an appropriate B.Tech./UG degree. A Ph.D. scholar admitted with only a B.Tech. degree may convert her/his program from Ph.D. to Integrated PG-Ph.D. In that case, the DPGC, in consultation with the supervisor, shall identify and intimate to academic section: (i) the coursework already completed that counts as equivalent to the courses required under the Integrated PG-Ph.D. program; (ii) the courses still to be completed. Surplus courses shall remain on the grade sheet of these students as audit courses and shall not be counted in the SGPA/CGPA.

(c) Both categories of students: (i) those admitted directly to the Integrated PG-Ph.D. programme and (ii) those initially admitted to the Ph.D. programme and subsequently transferred to the Integrated PG-Ph.D. programme, shall follow the same academic roadmap and fulfil the same academic requirements and criteria as those prescribed for students already enrolled in the existing Integrated PG-Ph.D. programme[1].

(d) On completing all the requirements of both programs, the student is awarded two separate degrees and two separate grade sheets, inscribed respectively:

(a) PG Degree under Integrated PG-Ph.D. Program

(b) Ph.D. Degree under Integrated PG-Ph.D. Program

The Ph.D. grade sheet shall show Research Methodology (RM), Research and Technical Communication (RTC), and any extra courses recommended by the supervisor/DSC.

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

(a) The change may be applied for at the end of the semester specified in Table 10[2].

Table 10

Program	Application for Changing Registration
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 student must have a minimum CGPA of 6.5 at the end of the specified semester. A department may set a higher minimum CGPA and may hold an interview. All prescribed courses must have been cleared in a single attempt, with no failed, 'Ab' or dropped course pending[3].

(c) A student who has opted for an internship in lieu of project is not eligible for Integrated PG-Ph.D.

(d) The consent of the existing PG supervisor is mandatory. If s/he does not consent, the change is allowed only after the department allots a new supervisor for the Integrated PG-Ph.D. program, in consultation with the student.

[1] Notification No. IITISM/DAC/914, dated. 19.06.2025
[2] Notification No. IITISM/DAC/543, dated. 07.07.2023
[3] Notification No. IITISM/DAC/1179, dated. 17.09.2026

5.3 Terms and Conditions

(a) A student who changes to Integrated PG-Ph.D. becomes a full-time Ph.D. scholar. S/he shall not be allowed to change to part-time status, for any reason, until the Ph.D. program is completed.

(b) The student shall submit an undertaking, in the prescribed format, typed on non-judicial stamp paper of

(c) ₹100/- and countersigned by a parent/guardian. In it, the student undertakes not to withdraw from the program and agrees that, if s/he withdraws, the fellowship shall be refunded as per 5.6 and 5.7. The parent/guardian undertakes to be responsible for the refund if the student fails to make it. Without the undertaking, the application shall not be considered.

(d) After the change, the student's academic program is governed by the Ph.D. Manual, read with the roadmap in Annexure 5.1.

(e) The research proposal seminar is mandatory for Integrated PG-Ph.D. students, as per the academic roadmap[4].

5.4 Application Procedure

(a) The student shall apply on Form PG3, with the undertaking under 5.3(b), to the DPGC Convener of the department within seven days of the declaration of the result of the semester specified in Table 10, or by the date notified by the Office of the Dean (Academic)[5].

(b) The supervisor (existing or newly appointed) shall record her/his consent. The DPGC Convener, in consultation with the HoD, shall recommend the application and forward it to the Academic Section.

(c) The request shall be accepted if the academic record shows that all eligibility criteria are met and the supervisor has consented.

(d) Once the change has been made, the student may withdraw and revert to the PG program only as per 5.6.

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

(a) The roadmaps for pursuing the Integrated PG-Ph.D. program under the CBCS and NEP regimes are given in Annexure 5.1.

(b) The DC courses of the PG program may be treated as substitutes for the DC courses prescribed in the Ph.D. course structure, except Research Methodology (RM) and Research and Technical Communication (RTC), which must be completed.

(c) The DE/OE courses cleared in the PG program, having been taken on the supervisor's recommendation, fulfil the DE/OE credit requirement of the Integrated PG-Ph.D. program.

(d) A student shall not repeat any course already cleared in the PG program to complete the Ph.D. coursework.

(e) Any extra course recommended by the DSC/supervisor may be taken along with the thesis credits as an overload. In the semesters where the PG and Ph.D. requirements overlap, a student may register for up to 25 credits[6].

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

(a) A scholar may withdraw from the Integrated PG-Ph.D. program and complete the PG degree. The application must be submitted to the Office of the Dean (Academic) in the Monsoon semester, at least one week before the last date of pre-registration for the following Winter semester, in one of the semesters given in Table 11.

[4] Notification No. IITISM/DAC/1142, dated. 17.06.2026
[5] Notification No. IITISM/DAC/1068, dated. 15.12.2025
[6] Notification No. IITISM/DAC/1113, dated. 25.03.2026

Table 11: Application for Withdrawing from Integrated PG-Ph.D

Program	Withdrawal Application to be Submitted in Monsoon Semester (before Winter Semester Pre-registration)
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) Withdrawal is not allowed in the Winter semester, because the remaining DE/OE courses of the PG program are offered only in the Winter semester.

(c) The scholar shall refund the fellowship received for the whole period of the Integrated PG-Ph.D. program. A scholar who converted from M.Tech. may deduct from this the assistantship admissible for up to 24 months.

(d) The application shall be accepted and processed only if the receipt for the refund is attached to it.

(e) On refunding the fellowship and completing the remaining PG requirements, the scholar may be awarded the PG degree at the end of the relevant Winter semester.

5.7 Withdrawal from the Academic Program

(a) A scholar who leaves the Integrated PG-Ph.D. program of her/his own accord, without completing it or reverting under 5.6, shall refund the fellowship received for the entire period of the Integrated PG-Ph.D. program. If s/he fails to do so, the Institute may take action, including legal action, against the scholar and the parent/guardian who signed the undertaking[7].

(b) Such a scholar shall have no claim to a PG degree.

[7] Notification No. IITISM/DAC/1141, dated. 15.06.20

CHAPTER 6: Teaching and Evaluation

6.1 Medium of Instruction and Duration of Classes

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

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

6.2 Introduction of New Programs and Courses

6.2.1 New Programs

1. A department may propose, through its DAC, a new PG program, the restarting of a discontinued program, the temporary suspension or resumption of a program, or the discontinuation of an existing program. The Associate Dean (Academic-PG) may also call for such proposals for an academic year[1].
2. A proposal for a new or restarted program shall state the name of the program, the department, the duration, the proposed intake and the year of commencement, and shall include:
    i. a justification;
    ii. the faculty and laboratory readiness for the proposed year;
    iii. the complete course structure, in conformity with the PG program templates approved by the Senate and including the non-credit unit requirements[2].
    iv. Where no approved template exists for the type of program, a proposed template shall be included.
    v. A proposal for suspension or discontinuation shall state the reason and the proposed year of effect.
2. The HoD forwards the proposal, with the DAC's recommendation, to the Office of the Dean (Academic), where it will be examined and placed before the SPGC and, on its recommendation, before the Senate.
3. On the recommendation of the Senate, the proposal is placed before the Board of Governors. A new or restarted program commences, and a program is discontinued, only after BoG approval, with the intake and from the academic year approved by the BoG.
4. The Office of the Dean (Academic) notifies the approved programs, with the approved seats and the year of commencement.
5. When a program is discontinued or replaced, no further admissions are made to it. Students already enrolled continue under its existing regulations until they complete the program.

6.2.2 New Courses

1. **Core and other compulsory courses.** Departmental Core (DC) courses, practical courses, audit courses and other courses forming part of a program's compulsory structure are proposed by the department through its DAC. The DPGC prepares the course content in consultation with the faculty members concerned.
2. **Elective courses.** A faculty member may propose a Departmental Elective (DE) course. The proposal is submitted to the DPGC Convener, who places it before the DAC for consideration.
3. Every course proposal shall be in the approved format and shall state the L-T-P structure, credits, level of difficulty and course category, as per the NEP 2020 norms adopted by the Institute.
4. The DPGC Convener circulates the draft proposal by email to all faculty members of the Institute for comments and feedback.
5. The DPGC finalizes the course content in consultation with the DAC, taking the comments and feedback into account.
6. The DPGC sends the final proposal to the SPGC, with confirmation that it is in the approved format, was circulated to all faculty members, and that the suggestions received have been considered.
7. DE courses are approved by the SPGC. All other courses require the approval of the Senate on the recommendation of the SPGC.
8. Once the Office of the Dean (Academic) notifies the approval, the HoD implements the course in the curriculum.

[1] Notification No. IITISM/DAC/667, dated. 30.10.2023
[2] Notification No. IITISM/DAC/825, dated. 18.09.2024

Approval for a new course to be offered in a semester must be obtained at least 30 days before pre-registration for that semester begins.

A format for the proposal of new program/course is given Annexure 6.1.

6.3 Courses to be Offered in a Given Semester

The HoD, through the Departmental Advisory Committee (DAC), shall finalise the list of courses the department will offer in each semester under each academic program. This shall be done at least thirty days before Window 1 of pre-registration for that semester opens. New courses will generally not be offered once pre-registration has opened. When deciding which courses to offer, the department shall consider:

i. all the requirements of the course structure,
ii. for each batch, the program template applicable to it,
iii. the minimum number of students needed to run an elective course (see 6.5).

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, assignments, quizzes and examinations, evaluation of student performance, and awarding and submitting grades. In certain cases, faculty members from other departments may act as tutors for tutorial or laboratory work, grading, etc.

1. A Departmental Elective (DE) course with more than 80 registered students may be handled with the help of under-loaded faculty members of the department, in one of the following ways[3]:
   (a) The course may be split into two or more sections with separate instructors. All sections shall have the same class timings, and the originally assigned instructor shall act as the Course Coordinator.
   (b) Faculty members may be assigned as tutors to help organise and evaluate quizzes, examinations and projects. One tutor may be assigned for more than 80 students, two for more than 150, and three for more than 200.

   The HoD shall make the necessary adjustments.
2. Where a course has multiple sections, the Course Coordinator is assisted by the section instructors and TAs. The Coordinator is responsible for planning instruction, assignments, quizzes and examinations, evaluating performance, and awarding and submitting grades.
3. Tutorial classes shall not be converted into lecture classes. Besides developing problem-solving skills, tutorials should encourage idea generation and the development of products or processes related to the course, so as to foster innovation with fundamental, applied, translational or societal impact. Instructors shall list the student ideas they select and endorse for further development and share the list with the HoD. The HoD shall consolidate the department-wise list and forward it to the Dean (ICR) or the Dean (R&D), as appropriate[4].

6.5 Minimum Number of Students in an Elective Course

Normally, a minimum of ten (10) registered students is required to run an elective course. Running an elective course with fewer than ten registered students requires the approval of the Chairperson, Senate[5].

1. Where only ten students are registered in an elective course, no student shall be allowed to drop it after classes have started, unless pressing circumstances demand it.
2. For courses offered in regular mode in the Summer Semester, the minimum number of students and its relaxation shall be as specified in the provisions on the Summer Semester (clause [3.4])[6].
3. The maximum number of students in an elective course may be one hundred or more, depending on need.

[3] Notification No. IITISM/DAC/427, dated. 30.01.2023
[4] Notification No. IITISM/DAC/1074, dated. 06.01.2026
[5] Notification No. IITISM/DAC/700, dated. 11.03.2024
[6] Notification No. IITISM/DAC/896, dated. 08.05.2025

6.6 Attendance in Class

Under the Institute's No Mandatory Attendance Policy, all registered students are allowed to appear in the examinations scheduled for their registered courses, irrespective of their class attendance. No registered student shall be penalised in any form on the basis of minimum attendance criteria.

i. The Course Coordinator/Instructor shall continue to record class attendance, with the help of TAs, through the Institute attendance app. Each student is expected to check her/his attendance on MIS, and to approach the Instructor/HoD to rectify any discrepancy.

ii. Students receiving an Institute assistantship/fellowship shall: (a) complete the assistantship work assigned to them from time to time; (b) fulfil the attendance requirements of the department as per existing practice. The modalities for attendance and leave for processing the assistantship/fellowship are given in Section 10[7].

iii. If a student remains absent from all academic activities for more than 20 working days in a semester, even with approved leave (including leave on medical grounds), her/his registration for all courses in that semester will be cancelled, resulting in a semester drop (Section 3.5.1). For this purpose, an approved internship undertaken during the semester is treated as an academic activity[8].

iv. A student who leaves the hostel room for a night or more shall inform the Hostel Warden in writing before leaving, along with a copy of the approved leave.

6.7 Evaluation

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

Only registered students will be evaluated in a course. Even if a student has attended all the classes of a course and appeared in its quizzes or mid-semester examination, s/he will not be evaluated if the course is not registered for her/him.

On the first day of class, the Course Coordinator/Instructor shall:

1. upload the lecture plan, in the approved format, on MIS, including the prescribed text/reference books;
2. inform the students of the details of the lecture plan;
3. inform the students of the weightage of each component of evaluation used to determine the final grade, as per the guidelines below;
4. provide any other useful information.

All examinations shall be closed-book.

The following weightages apply with effect from Winter Semester 2024-25. In each case, the final grading is done for the class on the basis of the total marks out of 100 secured by the students.

(a) Regular theory courses (other than practical and audit courses)

Component	Marks
Quiz / Case Study / Assignment, etc.* (before the mid-semester examination)	10
Mid-Semester Examination	30
Quiz / Case Study / Assignment, etc.* (after the mid-semester examination)	10
End-Semester Examination	50
Total	**100**

**Class attendance shall not be a component under this head.*

[7] Notification No. IITISM/DAC/453, dated. 11.04.2023
[8] Notification No. IITISM/DAC/1072, dated. 31.12.2025; Notification No. IITISM/DAC/1166

(b) Practical courses (other than field visits)

Component	Marks
Continuous Evaluation (e.g. laboratory report)*	30
Viva-voce	20
End-Semester Laboratory Examination	50
Total	**100**

**Class attendance shall not be a component under this head.*

(c) Field training courses (AGL and AGP departments)

Component	Marks
Field Performance	60
Evaluation	30
Report Writing	10
Total	**100**

Letter grades are awarded as per Institute guidelines, on the basis of total marks out of 100. 100% attendance during field training is mandatory. In case of medical or institute-related exigency, up to 25% absence may be considered on submission of proper justification with supporting documents.

6.8 Examinations

i. Arrangements for mid-semester and end-semester examinations are made by the Academic Section during the period specified in the Academic Calendar. No deviation in the examination schedule or location is allowed without the specific written permission of the Dean (Academic). All examinations shall be closed-book[9].

ii. In case a course instructor, invigilator, centre superintendent or a special invigilation team member reports that a student used unfair means in a practical/laboratory, mid-semester or end-semester examination of a course. For a first offence: (a) the student shall be declared failed in that course;
(b) a fine of Rs. 50,000/- shall be imposed as a security deposit.

The deposit shall be refunded on completion of the program if no further use of unfair means is reported. If any subsequent case is reported during the program: (a) the student shall be declared failed in all courses registered for that semester; (b) the security deposit shall stand forfeited.

iii. Each of the following shall be treated as adoption of unfair means, attracting the action in 6.8(ii): (a) entering the examination premises with a mobile phone or any other electronic gadget, except a non-programmable calculator; (b) keeping such a device in the examination hall, including on the teacher's desk; (c) keeping such a device in the surrounding area, such as outside exam rooms, on stairs or in washrooms.

The device shall be confiscated. It shall be returned only after an additional security deposit of Rs. 10,000/- is made and any pending enquiry is completed, as deemed fit[10].

6.8.1 Guidelines for Setting of Question Papers[11]

i. The question paper may include questions of different difficulty levels: about 50% of average level, 30% of moderate level and 20% of high difficulty level. Where possible, at least 30-40% numerical problems may be included in Engineering, Science and Management courses.

ii. Mid-semester and end-semester examination questions should normally cover the syllabus proportionately. The end-semester paper must give at least 60% coverage to the portion taught after the mid-semester examination. The remaining 40% may be divided between the portions before and after the mid-semester examination.

[9] Notification No. IITISM/DAC/908, dated. 18.06.2025
[10] Notification No. IITISM/DAC/1069, dated. 19.12.2025
[11] Notification No. IITISM/DAC/443, dated. 13.03.2023

iii. The course instructor must set descriptive-type questions. MCQs, fill-in-the-blanks and true/false questions are not allowed.

6.8.2 Conduct of Examinations

i. The mid-semester examination lasts one (1) hour and the end-semester examination two (2) hours.
ii. Students are not allowed to bring any bag, book, notes, paper, mobile phone or other electronic device into the premises where the examination halls are located. This applies to devices that are switched off or on silent as well[12].
iii. Entry to the examination premises closes 10 minutes after the start of a one-hour examination and 15 minutes after the start of a two-hour examination[13].
iv. Students may leave the examination hall only after one hour from the start of an examination.
v. The examination schedule (mid-semester and end-semester) is declared by the Academic Section in line with the Academic Calendar.
vi. The seating arrangement is made by the Academic Section during the period specified in the Academic Calendar.
vii. Examination materials, other than question papers and student attendance sheet, are provided by the Academic Section.
viii. The course instructor shall bring the required number of question papers to the examination.
ix. The course instructor shall bring the updated MIS-generated attendance sheet to the examination and retain it for records.
x. Invigilators shall verify and sign the Hall Tickets against the course being examined. Any discrepancy between the attendance sheet and the Hall Tickets shall be reported to the Academic Section along with the examination conduct report.
xi. 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.
xii. Mobile phones, smart watches, laptops, tablets, Bluetooth devices and similar electronic devices are not allowed for students inside the examination hall. Possession of any such device during the examination shall be treated as adoption of unfair means (UFM). It shall attract the consequences given in 6.8(ii)-(iii).
xiii. Invigilators shall report any adoption of unfair means in a separate envelope containing: (a) the answer booklet of the student; (b) the device, chit, etc., or a photograph of the prohibited material found in her/his possession; (c) a declaration from the student, with the remarks of the invigilator.
xiv. Examinations of PwD/DA students shall be conducted as per the guidelines in **Annexure 6.2**. Such students shall be given compensatory time of at least 20 minutes per hour of examination. They may use scribes from the Institute's approved pool, arranged through the Academic Section[14].
xv. The following students shall not be allowed to appear in the end-semester examination: (a) a student without a hall ticket; (b) a student whose name does not appear in the attendance sheet downloaded from MIS/Abhikalp; (c) a student who has not completed registration for the semester.
xvi. If such a student appears anyway, the course instructor shall not evaluate the answer sheet. The case shall be reported to the Office of the Dean (Academic) before marks are submitted[15].

6.8.3 Mid-Semester Examination

Appearing in the mid-semester examination is mandatory. If a student is absent from the mid-semester examination and does not appear for the make-up examination, s/he will be awarded zero marks in the mid-semester component, irrespective of performance in the end-semester examination and other internal evaluation.

[12] Notification No. IITISM/DAC/873, dated. 17.02.2025
[13] Notification No. IITISM/DAC/884, dated. 21.03.2025
[14] Notification No. IITISM/DAC/818, dated. 11.09.2024
[15] Notification No. IITISM/DAC/1129, dated. 24.04.2026

In case of absence from the mid-semester examination due to medical reasons, or exceptional circumstances such as a family calamity or exigency, a make-up mid-semester examination may be conducted, preferably within two weeks 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 from the end-semester examination and does not appear for the make-up examination, s/he will be awarded an 'F'

grade in the course, irrespective of performance in the mid-semester examination and other internal evaluation.

6.8.5 Make-up Examination

i. In principle, make-up examinations for the mid-semester or end-semester examination are allowed only on medical grounds. In exceptional circumstances, such as a family calamity or other exigency, a make-up examination may be allowed on a case-to-case basis.

ii. *Medical grounds.* A student who falls ill before or between examinations shall report to the Institute Health Centre as soon as possible, and before the last examination is over. The student shall bring her/his ID card, any previous medical reports, and Part A of Form A4, filled in. The doctor shall record the date and time of the visit on the prescription and on Form A4. In an emergency, an attendant may fill in Part A at the Health Centre. The CMO-IC endorses Part B. The Office of the Dean (Academic) collects the endorsed forms directly from the Health Centre; forms are not accepted from students at the Dean's office. The student shall keep a copy of the prescription until a decision is announced.

iii. *Other exceptional circumstances.* The student shall apply to the Dean (Academic) on Form A4, stating the reasons and attaching supporting documents, within the timeline specified in the Academic Calendar.

iv. The Dean (Academic) decides each case individually. The final list of students allowed or not allowed to take the make-up examination is published before the scheduled make-up dates[16].

6.8.6 Appointment of Supervisor and Process of Thesis Evaluation

6.8.6.1 A. Appointment of Thesis Supervisors

i. The department shall assign each student a thesis supervisor from among the faculty members of the respective department of IIT (ISM) Dhanbad, during the first semester. The allotment shall be based on academic credentials.

ii. A student may have up to two internal co-supervisors from the same or another department of the Institute.

iii. In exceptional cases, a student may have an external co-supervisor from outside the Institute, where part of the thesis work will be done. This requires the recommendation of the DPGC. The procedure is given in 6.8.6.1B.

iv. The HoD shall submit to the Office of the Dean (Academic) a program-wise list of all students in the department with their supervisor(s). This shall be done within one month of the start of second-semester classes.

v. The Dean (Academic) / Associate Dean (Academic – PG) shall approve any change or addition of supervisor, and any appointment, change or addition of co-supervisor (internal, or external from India), on the recommendation of the DPGC.

vi. A change or addition of supervisor(s) is permitted, but is not advisable in the final semester.

If a student's supervisor goes on leave for more than three months at a stretch, superannuates or resigns, the DPGC may, in consultation with the student, recommend a new supervisor or co-supervisor. The appointment is approved under (v).

[16] Notification No. IITISM/DAC/456, dated. 24.04.2023

vii. If all research work and analysis are complete apart from writing the thesis, and the supervisor proposes to go on leave, the DPGC may appoint a program coordinator to complete the thesis evaluation process.

B. Procedure for Inclusion of External Co-supervisor

(a) The student shall apply for inclusion of an external co-supervisor through her/his supervisor. The application shall include: (i) a consent letter from the proposed external co-supervisor; (ii) a brief bio-data of the proposed external co-supervisor; (iii) where needed under step 2, the Non-Disclosure Agreement signed by the proposed co-supervisor.

(b) If the proposed co-supervisor's organisation has no MoU with IIT (ISM), or has one without an IPR-protection or non-disclosure clause, the proposed co-supervisor shall sign a Non-Disclosure Agreement (NDA) in the format provided by IIT (ISM) Dhanbad.

(c) The supervisor shall forward the application to the DPGC. The DPGC Convener shall send it, with the DPGC's recommendation and all documents, through the HoD to the Office of the Dean (Academic)[17].

(d) The Dean (Academic) / Associate Dean (Academic-PG) shall decide the matter, and the Office of the Dean (Academic) shall issue an Office Memorandum[18].

(e) IIT (ISM) shall have no financial obligation towards the external co-supervisor.

(f) If the student must spend time at the co-supervisor's organisation, permission to do so shall be obtained separately under Chapter 9 (Form PG2).

6.8.6.2 Thesis Evaluation Committee

(a) The thesis of each student shall be evaluated by a Thesis Evaluation Committee (TEC). The DPGC shall recommend the TEC and the HoD shall constitute it, as per the provisions of this clause.

(b) The TEC for each student shall consist of: (i) the supervisor(s) of the student; (ii) one or two faculty members of the department; (iii) one faculty member from a sister department.

(c) For the PG students doing a semester-long internship in lieu of project, the internship shall be graded by a committee constituted by the HoD. It may include: (i) the FIC (Placements/Internship); (ii) one faculty member of the department; (iii) one faculty member from a sister department; (iv) the DPGC Convener. The internship completion certificate shall be endorsed by the Vice Chairperson, CDC.

(d) The Thesis Evaluation Committee should be constituted as per the timeline given below:

Program	Timeline
2-Year M.Tech.	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

(e) **Method of evaluation:** The thesis/project work of each semester shall be evaluated in two parts: (i) evaluation by the supervisor(s); and (ii) evaluation by the members of the Thesis Evaluation Committee. Each part shall carry equal (50%) weightage. Where a student has more than one supervisor, their marks shall be averaged for part (i). The total marks shall be converted to a letter grade by the DPGC under 6.8.8 (template-free grading), and the grade shall count in the SGPA/CGPA. This sub-clause does not apply to an internship in lieu of project, which is graded under 6.8.6.2(c).

[17] Notification No. IITISM/DAC/858, dated. 07.01.2025,
[18] Notification No. IITISM/DAC/654, dated. 25.09.2023

6.8.6.3 Process for Evaluation of M.Tech. Thesis

I. Choice of project or internship in the final year

a. In each semester of the final year (3rd and 4th semesters), an M.Tech student may choose either a project or an internship (industry or research) in lieu of the project. The two semesters are treated as two independent projects/dissertations.

b. A student may change her/his option between project and internship in lieu of project for a semester until that semester begins. No change is allowed after it begins.

c. Internship in lieu of project shall be at least fourteen weeks long. It is governed by the internship provisions in Chapter 9 and graded as per 6.8.6.2(c). Students doing an internship in lieu of project cannot opt to change to the Integrated PG-Ph.D. program.

II. Literature survey and research proposal

(a) Students are expected to carry out a detailed literature survey during the 2nd semester (and the summer, if needed), and to be ready with a problem statement (research proposal) for the 3rd-semester project.

(b) From 2026-27, a research proposal seminar is not mandatory for PG students. The supervisor may hold one if s/he thinks it suitable.

(c) For students who have opted for the Integrated PG-Ph.D. program, the research proposal seminar is mandatory, as per the academic template.

III. Project work in the 3rd semester

(a) The student carries out the project work during the 3rd semester.

(b) At the end of the semester, the Thesis Evaluation Committee evaluates the work and DPGC awards a letter grade as per 6.8.6.2(e).

IV. Project work in the 4th semester

(a) The 4th-semester project may continue the 3rd-semester work or be an independent project. Under the NEP template, the 4th semester has no coursework apart from the thesis.

(b) The work includes analysis, preparation of results, etc. Students are encouraged to write and submit a paper for publication, preferably as first author. Any submitted or published paper, with its submission status, forms part of the thesis.

(c) The supervisor(s) submit to the DPGC Convener a list of students ready for thesis submission. The DPGC Convener schedules the evaluation as per the Academic Calendar. The Thesis Evaluation Committee evaluates the work and DPGC awards a letter grade as per 6.8.6.2(e).

V. Failure and thesis submission

(a) A student who fails to complete the project work of a semester is awarded an 'F' grade. S/he may register for the thesis credits in the summer semester to complete the work.

A student who has done an internship in lieu of project in either semester, or whose curriculum has a project in only one final-year semester, need not submit the PG thesis to the library.

6.8.6.4 Process for Evaluation of M.Sc. Thesis

(a) In the 4th semester, an M.Sc. student may choose either a thesis/project or an internship (industry or research) in lieu of the thesis.

(b) The option may be changed until the 4th semester begins. No change is allowed after it begins.

(c) Internship in lieu of thesis shall be at least fourteen weeks long. It is governed by the internship provisions in Chapter 9 and graded as per 6.8.6.2(c).

II. Literature survey and research proposal

(a) After the first semester, once a supervisor has been allotted, students are expected to carry out a detailed literature survey and prepare a problem statement (research proposal).

(b) From 2026-27, a research proposal seminar is not mandatory. The supervisor may hold one if s/he thinks it suitable.

(c) For students opting for the Integrated PG-Ph.D. program, where this option is available to M.Sc. students, the research proposal seminar is mandatory, as per the academic template.

III. Thesis work and evaluation (4th semester)

(a) The student carries out the thesis work during the 4th semester. Under the NEP template, the 4th semester has no coursework apart from the thesis (20 credits).

(b) Students are encouraged to write and submit a paper for publication, preferably as first author. Any submitted or published paper forms part of the thesis.

(c) The supervisor(s) submit to the DPGC Convener a list of students ready for thesis submission. The DPGC Convener schedules the evaluation as per the Academic Calendar. The Thesis Evaluation Committee evaluates the work at the end of the semester and DPGC awards a letter grade as per 6.8.6.2(e).

(d) A student who fails to complete the work is awarded an 'F' grade. S/he may register for the thesis credits in the summer semester to complete the work.

(e) M.Sc. students need not submit the PG thesis to the library, since their final-year curriculum has a project in only one semester.

6.8.6.5 Evaluation of MBA Term Papers

(a) In a final-year semester, a student may choose either the term paper or a full-semester internship in lieu of it, carrying the same credits. The student need not complete that semester's remaining courses in advance. The internship and the courses may be done in the same semester.

(b) For a student who chooses the internship, the term paper is evaluated on the basis of the internship report and presentation. The internship shall be at least fourteen weeks long and is governed by the internship provisions in Chapter 9.

(c) A student who goes on a full-semester internship is solely responsible for completing the academic program on time. The Institute shall not be responsible for any delay in meeting the academic requirements[19].

6.8.6.6 Process for Evaluation of M.Sc.Tech. Thesis/Project

(a) Under the NEP template, the M.Sc.Tech. thesis is done in the 6th semester (20 credits). The provisions of 6.8.6.4 (M.Sc.) apply, with "4th semester" read as "6th semester". These cover the choice of thesis or internship in lieu, the optional research proposal seminar (mandatory only for Integrated PG-Ph.D. students), letter grading, failure, and exemption from library submission.

(b) Students are expected to begin the literature survey once a supervisor has been allotted, and to finalise the problem statement before the 6th semester begins. A student going on vocational training, field visit or internship before the 6th semester should finalise it before leaving.

(c) *Transitional provision.* An M.Sc.Tech. student admitted before 2024-25 whose thesis is spread over the 5th and 6th semesters shall have each semester's thesis work evaluated and DPGC awards a letter grade as per 6.8.6.2(e) at the end of that semester. A student who fails in a semester is awarded an F grade and may register the thesis in the summer semester to complete the work.

[19] Notification No. IITISM/DAC/1106, dated. 18.03.2026

6.8.6.7 Process for Evaluation of M.A. Thesis

The M.A. thesis is done in the 4th semester (20 credits)[20]. The provisions of 6.8.6.4 (M.Sc.) apply in full. These cover the choice of thesis or internship in lieu, the optional research proposal seminar, letter grading, failure and summer registration, and exemption from library submission[21].

6.8.6.8 Process for Evaluation of Executive M.Tech. Thesis

The Executive M.Tech. thesis shall be evaluated by the Thesis Evaluation Committee and DPGC awards a letter grade as per 6.8.6.2(e).

6.8.6.9 Process for Evaluation of Integrated M.Tech. & Dual Degree Thesis/Project

I. Final-year thesis/project

(a) The thesis/project of the final (5th) year of Integrated M.Tech. and Dual Degree (Categories A and B) is done in the 9th and 10th semesters. The credits are as prescribed in the course structure applicable to the student's batch. For students admitted in 2021 and later, no elective courses are prescribed in the final year; the thesis credits have been adjusted accordingly[22].

(b) Students admitted to the 5-year Integrated M.Tech. programs in Applied Geology and Applied Geophysics, which are being phased out, continue under this clause until they complete their program[23].

II. Literature survey and research proposal

(a) Students are expected to carry out a detailed literature survey during the 8th semester (and the summer, if needed), and to be ready with a problem statement (research proposal). A student going on a field visit or research internship in the summer should finalise it by the end of the 8th semester.

(b) From 2026-27, a research proposal seminar is not mandatory. The supervisor may hold one if s/he thinks it suitable.

III. Thesis work and evaluation (9th and 10th semesters)

(a) At the end of each semester, thesis work is evaluated and DPGC awards a letter grade as per 6.8.6.2(e).

(b) Students are encouraged to write and submit a paper for publication, preferably as first author. Any submitted or published paper, with its submission status, forms part of the final thesis.

(c) The supervisor(s) submit to the DPGC Convener a list of students ready for thesis submission. The DPGC Convener schedules the evaluation as per the Academic Calendar.

(d) A student who fails to complete the work of a semester is awarded an F grade. S/he may register for up to 18 thesis credits in the summer semester to complete the work[24].

IV. Assistantship

Eligibility for, continuation of and the duration of the 5th-year assistantship are governed by Chapter 10. The assistantship is available for a maximum of two semesters[25].

6.8.7 Final Submission of Thesis

(a) The student shall incorporate all the suggestions made at the final thesis presentation. The final version of the thesis shall be prepared using the approved PG dissertation templates (Forms PG10, PG11, PG12, etc.), as per the guidelines in Annexure 6.3. The thesis shall include the plagiarism-check report generated by the Institute's software and the student's declaration that the similarity is less than 10% (see 11.1.xiii).

[20] Notification No. IITISM/DAC/840, dated. 23.10.2024
[21] Notification No. IITISM/DAC/1107, dated. 18.03.2026
[22] Notification No. IITISM/DAC/694, dated. 06.03.2024
[23] Notification No. IITISM/DAC/1132, dated. 04.05.2026
[24] Notification No. IITISM/DAC/561, dated. 02.08.2023
[25] Notification No. IITISM/DAC/720, dated. 10.06.2024

(b) After the final viva voce examination, the student shall submit the final thesis as a PDF to the Central Library for record. Theses submitted to the library shall later be uploaded to the Institute's online thesis repository.

(c) Submission to the Central Library under (b) is not required for a student who:

(i) has undertaken an internship in lieu of project in either or both semesters of the final year; or
(ii) has a project in only one semester of the final-year curriculum.

(d) The student shall submit the following documents to the Convener, DPGC of the department for record:

(i) the Certificate for Final Version of Thesis, signed by the Supervisor and the HoD;
(ii) the receipt for the soft copy of the thesis from the Central Library (Form PG5), except for students exempted under (c)[26].

(e) The Convener, DPGC shall send the Academic Section a consolidated list of students who have submitted the documents under (d). The list shall be accompanied by the PG5 receipts and the MIS-generated grade list (marks foil) and grade statistics, so that the result can be published[27].

6.8.8 Relative Grading

(a) Grades in theory courses are awarded by relative grading, on the basis of the total marks out of 100 obtained by the students in the course[28]. No fixed grade distribution (template) is prescribed. However, not more than 25% of students may be awarded A+ or A, and not more than 10% may be awarded D or F, as given in Table 13.

(b) The limits in Table 13 do not apply to a course with fewer than 20 registered students. Grading in such a course is template-free[29].

(c) Grading is template-free for non-contact courses, practical courses, and thesis/project work (including internship in lieu of project), as given in Table 14.

Table 13: Theory Courses (20 or more registered students)

Grades	% of Students
A+, A	Maximum 25%
B+, B, C+, C	Balance (65% to 100%)
D, F	Maximum 10%

Table 14: Non-contact Courses, Practical Courses, Thesis/Project, and Theory Courses with fewer than 20 Registered Students

Template-free grading

(d) In a summer semester course, the maximum grade that may be awarded is B[30].

(e) In an improvement examination, the grade is determined using the grading range (cut-offs) of the regular semester in which the course was taken, and may be improved only up to B. If the grade obtained in the improvement examination is lower than the earlier grade, the earlier grade shall stand.

(f) A course in which a student gets an F grade is counted as '0' grade point in the calculation of SGPA and CGPA.

[26] Notification No. IITISM/DAC/1142, dated. 17.06.2026
[27] Notification No. IITISM/DAC/441/2, dated. 11.04.2023
[28] Notification No. IITISM/DAC/560, dated. 01.08.2023
[29] Notification No. IITISM/DAC/677, dated. 24.11.2023
[30] Notification No. IITISM/DAC/1086, dated. 13.01.2026

6.8.9 Letter Grades and Grade Points

At the end of the semester, the Course Coordinator awards each student a letter grade in each registered course. The grade is based on the total marks obtained in the course, taking into account performance in examinations, quizzes, assignments, laboratory work (if any), etc. Class attendance shall not be a component of evaluation[31]. Thesis/project work is awarded a letter grade as per 6.8.6.3 and 6.8.6.4.

The letter grades, their descriptions and their numerical equivalents on a 10-point scale (Grade Points) are given in Table 15.

Table 15: Letter Grades

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
Ab	0	Absent (treated as F)
S	-	Satisfactory
X	-	Unsatisfactory
I	-	Incomplete (temporary)

(a) **S/X grades.** In courses notified as Satisfactory/Unsatisfactory (such as audit and non-credit courses), S or X is awarded. X means the student has failed the course. S/X grades are not used in calculating SGPA/CGPA[32].

(b) **'I' grade.** A student who fails to appear in the end-semester examination of a registered course is awarded an 'I' (Incomplete) grade, pending a make-up examination. The Course Instructor replaces the 'I' with the grade obtained in the make-up examination when uploading the marks on MIS.

(c) **'Ab' grade.** The 'I' grade shall be replaced by the grade obtained on the student's appearance in, and evaluation of, the make-up examination, entered by the Course Instructor while uploading the marks on MIS. Where no such grade has been entered, whether because the student did not apply for, or was not granted, a make-up examination, or was granted one but did not appear in it, the 'I' grade shall be converted to an 'Ab' grade (meaning absent) on the grade sheet at the time of result declaration.

i. An 'Ab' grade is treated as F for all SGPA/CGPA calculations.
ii. If a student gets 'Ab' in the same course on two successive registered attempts, the second 'Ab' is converted to F on the grade sheet.
iii. Since 'Ab' is not a passing grade, the course must be cleared by re-registration and re-examination, in the same way as an F grade.
iv. Only an F grade disqualifies a student from a medal or award; an 'Ab' (or an 'F' grade converted from an 'Ab' grade) grade does not.

(d) If a student's make-up end-semester examination is evaluated after the regular grades for the course have been submitted, the student shall be graded using the cut-off marks of the regular grades and shall be treated as supernumerary.

[31] Notification No. IITISM/DAC/1050, dated. 09.09.2025; Notification No. IITISM/DAC/852, dated. 30.12.2024; Notification No. IITISM/DAC/856, dated. 06.01.2025
[32] Notification No. IITISM/DAC/826, dated. 18.09.2024; Notification No. IITISM/DAC/857, dated. 07.01.2025

6.8.10 Results of Examinations and Quizzes

Final grades of all registered students in a course must be submitted per the timeline in Table 16 (counted from the date of examination, excluding the exam date):

Sl. No.	Student Registrations for a Course	Time to Show Answer Scripts (days*)	Mark Submission & Grading (days*)	Hard Copy of Grading Details/Statistics to 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

**Counted from the date of the examination, excluding the examination date.*

Answer books for mid-semester and end-semester examinations must be shown to the students at a mutually convenient time within the period specified in the Academic Calendar. Answer books for quizzes must be shown within seven working days of the quiz. The students' written comments may be considered before the final grades are assigned.

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

The course instructor shall preserve all answer books for one year from the date of the examination.

6.8.11 Semester Grade Point Average (SGPA)

The SGPA may be calculated using the following formula:

$$\boldsymbol{SGPA = \frac{TCP}{TC} = \frac{(G_1C_1 + G_2C_2 + G_3C_3 + \ldots)}{(C_1 + C_2 + C_3 + \ldots)}}$$

Here G_1, G_2, etc. are the Grade Points obtained in the courses and C_1, C_2, etc. are the credits of those courses. TCP is the Total Credit Points and TC the Total Credits. The SGPA is calculated to two decimal places.

S and X grades are not considered in calculating the SGPA. An 'Ab' grade is treated as F[33].

Whenever a student repeats or substitutes a course, the new letter grade replaces the old one and is used in calculating the SGPA. For a grade-improvement examination, however, the new grade replaces the old one only if it is higher. If it is lower, the earlier grade stands[34].

6.8.12 Cumulative Grade Point Average (CGPA)

The CGPA indicates a student's cumulative academic performance. It is computed in the same way as the SGPA, except that it covers all courses registered up to and including the latest completed semester.

From the end of the second semester until the program is completed, the CGPA is calculated on the basis of the total credits for courses of each semester:

$$\boldsymbol{CGPA = \frac{(TCP_1 + TCP_2 + TCP_3 + \ldots)}{(TC_1 + TC_2 + TC_3 + \ldots)} = \frac{\Sigma_i\, TCP_i}{\Sigma_i\, TC_i}}$$

Here *i* is the semester number. The CGPA is shown in the Grade Card/Report of every semester, along with the SGPA.

Whenever a student repeats or substitutes a course and is awarded a new letter grade, the new grade replaces the old one in computing the SGPA/CGPA. Both grades shall be shown in the Grade Card.

[33] Notification No. IITISM/DAC/1179, dated. 17.09.2026
[34] Notification No. IITISM/DAC/1070, dated. 19.12.2025

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, gives the graduation marks in percentage.

6.8.15 Declaration of the Final Result

The grades earned in each semester can be seen and downloaded from MIS/ABHIKALP. 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/Results

A student's grades/result may be withheld for any of the following reasons:

(a) the student has not paid her/his dues;

(b) a case of misconduct, unfair means or disciplinary action is pending against her/him;

(c) the student has not submitted the mandatory online course feedback within the specified period. In this case the result and grade card are not generated on MIS, and a fine of ₹1,000/- is imposed;

(d) the student is in the final semester and has not submitted the Exit Feedback;

(e) the student has not completed registration for the semester (fee payment and/or physical registration)[35];

(f) any other appropriate reason, as per the directives of the Senate.

6.8.17 Change of an Already Awarded Grade

A grade once awarded is final. However, on a request from the Course Instructor (Form F1), routed through the Head of the Department, the Chairperson, Senate, in consultation with the Dean (Academic), may allow a grade to be revised with proper justification.

The request for a change of grade must include:

(a) the existing distribution of marks across each course component;

(b) the corrected distribution of marks across each course component;

(c) the highlighted portion(s) of the answer scripts, if any, that affected the marks/grade awarded.

No request for a change of grade shall be considered if it is made more than six weeks after the result is declared.

6.8.18 Course Feedback

(a) Students shall give feedback on every registered theory and practical course, and on the instructors teaching it, through MIS/Abhikalp. Feedback must be given within the period specified in the Academic Calendar or notified by the Office of the Dean (Academic). Submission is mandatory.

(b) The anonymity of students giving feedback shall be maintained. Course instructors receive only the summarised feedback.

(c) For a student who does not submit the feedback within the specified period:

i. the result and grade card shall not be generated on MIS (see 6.8.16(c));

ii. a fine of ₹1,000/- shall be imposed;

iii. applications for scholarships/financial assistance may be affected.

[35] Notification No. IITISM/DAC/1135, dated. 13.05.2026

(d) A student on an internship with due approval/NoC from the Office of the Dean (Academic) must also submit the feedback if s/he returns on or before the last date for submission.

(e) A student who has a technical problem submitting feedback shall report it, with a screenshot, to reg_pg@iitism.ac.in before the deadline notified for that semester. Problems reported to any other email ID, or after the deadline, will not be considered.

(f) Students in their final semester shall also submit the Exit Feedback online through MIS within the notified period. The final-semester result may be displayed on MIS/Abhikalp only after the Exit Feedback has been submitted (see 6.8.16(d))[36].

(g) Students should download and keep the feedback receipt for future reference[37].

[36] Notification No. IITISM/DAC/1118, dated. 07.04.2026
[37] Notification No. IITISM/DAC/1061, dated. 31.10.2025; Notification No. IITISM/DAC/1119, dated. 08.04.2026

CHAPTER 7: ACADEMIC REQUIREMENTS FOR THE AWARD OF DEGREE

7.1 Minimum and Maximum Duration

Section 2.2 gives the minimum and maximum durations and the credit requirements for each program. These durations include any regular semester (Monsoon/Winter) in which the student is registered at IIT (ISM) Dhanbad, even if s/he spent it as a non-degree student at another institution while still pursuing the program at IIT (ISM).

The Senate may relax the minimum residency period if the credits the student has earned at the Institute or at other institutes satisfy the graduation requirements of the program.

When the maximum duration ends, the student's academic program is terminated automatically. The student may appeal for reinstatement by applying in Form A5 to the Convener, DPGC, through the supervisor. The application shall include:

(i) a proper justification for not completing the program within the stipulated period;
(ii) an undertaking that the pending courses/credits will be completed within the extended period, failing which the program will be terminated automatically and no further appeal will be entertained;
(iii) an academic roadmap showing how the pending courses/credits will be completed.

The Chairperson, Senate shall consider each appeal case by case. If the appeal is accepted, the program is reinstated and the student may be given up to two semesters (one year) beyond the maximum duration.

Semester registration and fee payment are mandatory during the extended period, and no semester leave is allowed.

No further extension shall be allowed after the extended period, whatever the reason. The program shall be terminated automatically when it ends.

7.2 Minimum Academic Requirement

To graduate, a student must clear all courses in the course structure applicable to her/his batch, meeting the minimum credit requirement in each course category given in Section 2.3. A course with an F or 'Ab' grade is not cleared until the student passes it on re-registration[1].

The student must also obtain a minimum OGPA of 4.0.

Students under the NEP regime must also earn the minimum non-credit units prescribed for their program[2].

Program	Minimum non-credit units
M.Tech., M.Sc., MBA, MBA (BA), M.A.	12
M.Sc.Tech.	16

In exceptional circumstances, the Senate may grant any other relaxation of, or impose any other restriction on, 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 the other academic requirements prescribed, including those in 7.2;

[1] Notification No. IITISM/DAC/1179, dated. 17.09.2026
[2] Notification No. IITISM/DAC/825, dated. 18.09.2024 (w.e.f. MS 2024-25)

(b) satisfied any additional requirements of the department;

(c) submitted the final thesis and the related documents as per 6.8.7, including submission to the Central Library where required[3];

(d) submitted the Exit Feedback in the final semester[4];

(e) in the case of a student who converted from full-time to part-time M.Tech., submitted the employer's NoC to the Academic Section[5];

(f) cleared all dues;

(g) no case of misconduct, unfair means or indiscipline pending against her/him.

A student who graduates with an OGPA of 9.0 or above is certified as having graduated with Distinction in the program, and the final grade card shall record "Distinction".

7.4 Award of Degrees

A student who has completed all the requirements for graduation in 7.3 shall be recommended by the Senate to the Board of Governors (BoG) for the award of the appropriate degree at the next convocation. The degree is awarded subject to the approval of the BoG.

7.5 Withdrawal of the Degree

In exceptional circumstances, the Senate may recommend to the Board of Governors that a degree already awarded be withdrawn. This applies where a gross violation of the graduation requirements is detected later, or where the holder of the degree has been convicted by a court of law for an offence involving moral turpitude.

7.6 Multiple Exit Options in PG Programs

Some PG students leave without completing the requirements for the degree. Students are therefore given exit options, temporary or permanent, after completing the courses of the first year (the first three semesters for M.Sc.Tech.).

7.6.1 Semester Leave (Temporary Withdrawal) and Return to Complete the PG Degree

(a) The maximum duration of semester leave (temporary withdrawal) is two semesters.

(b) During an approved semester leave, no fee is payable and no hostel facility is provided. The semester(s) of leave count towards the maximum duration of the program[6].

(c) The maximum duration for completing the PG program is three years (four years for the 3-year M.Sc.Tech.).

(d) A student who cannot rejoin and complete the program within the maximum duration may claim a PG Diploma, subject to the eligibility criteria and terms and conditions in 7.6.2.

7.6.2 Permanent Exit from the PG Program with a PG Diploma

A PG student who wishes to leave the program permanently without completing the requirements for the degree shall be awarded a PG Diploma, subject to clearing a specified number of the prescribed courses within the specified duration. The criteria and terms and conditions are as follows.

[3] Notification No. IITISM/DAC/441/2, dated. 11.04.2023; Notification No. IITISM/DAC/1142, dated. 17.06.2026
[4] Notification No. IITISM/DAC/1118, dated. 07.04.2026
[5] Notification No. IITISM/DAC/853, dated. 03.01.2025
[6] Notification No. IITISM/DAC/560, dated. 01.08.2023

7.6.2.1 Eligibility for the PG Diploma

(a) A student becomes eligible for a PG Diploma after completing the first two semesters of the program (the first three semesters for the 3-year M.Sc.Tech.).

(b) All the courses prescribed for the first two semesters (first three semesters for the 3-year M.Sc.Tech.) must have been cleared in a single attempt.

(c) The student must have a minimum CGPA of 6.0 at the end of the second semester (the third semester for the 3-year M.Sc.Tech.).

7.6.2.2 Other Terms and Conditions for the PG Diploma

(a) The student must state her/his willingness to leave the PG program after completing the first two semesters (three semesters for the 3-year M.Sc.Tech.).

(b) The PG Diploma in Engineering/Science/Management shall be awarded subject to the eligibility criteria in 7.6.2.1.

(c) No relaxation of the academic requirements shall be given for the award of the PG Diploma.

(d) The PG Diploma shall be awarded only at the annual convocation, along with the degrees of the other academic programs.

(e) Once the student's request to withdraw permanently has been accepted and s/he has opted for the PG Diploma, no further request to complete the program and obtain the PG Degree shall be considered.

CHAPTER 8: LEAVE RULES

Leave of absence during the semester is discouraged for all registered students. However, for bona fide reasons or 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 students.

8.1 Procedures and Guidelines for Availing Leave

PG students may avail of the following kinds of leave during their academic program, applied for through MIS (Leave Application Portal):

A. Vacation Leave*
B. Short Leave
C. Medical Leave
D. Semester Leave: (i) on medical grounds; (ii) for joining a job; (iii) for other reasons
E. Academic Leave: (i) for academic activities (proceeding to another institute or university for academic work, attending a conference/seminar/workshop, field visits, etc.); (ii) for research internship (proceeding to another institution or industry)
F. Maternity Leave
G. Paternity Leave
H. Special Leave (SPL)
I. Extra-Ordinary Leave (EOL)

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.)	30 days/Academic Year, 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, these Ten days cap will not be applicable during the period of vacation when the semesters are not in progress. (c) 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. (d) The duration of vacation leave includes Saturday & Sunday (excluding the prefix and suffix). (e) Consent of the supervisor is mandatory. (f) 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**	5 working days/regular semester; 3 working days/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**	10 working days/regular semester; 5 working days/summer semester	(a) Apply through MIS on the day the Institute Health Centre doctor advises rest. (b) Sanctioned based on medical certificate from the Institute Health Centre. (c) Intimation to Convener, DPGC & Supervisor (if allotted) mandatory. (d) If out-of-station on approved leave and falling sick, inform Convener, DPGC & Supervisor for processing of extension.
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	As per 8.2. M.Tech. students may instead convert to part-time under Chapter 13[1].
(iii)	Other Reasons	One Semester	(a) Serious family calamity (b) If the compulsory course(s) is (are) left for completion of the academic program but not offered in that particular semester.
During an approved semester leave, no fee is payable and no hostel facility is provided. The semester counts towards the maximum duration of the program.			
E	**Academic Leave**		
(i)	Academic Activities	Two Semesters in the entire academic program	For proceeding to another institution as a non-degree student: up to two semesters in the entire program, as per 9.1.
		10 working days/regular semester, 3 working days/summer semester for conference/seminar/workshop/field visit	For attending a conference, seminar or workshop: up to ten working days in a regular semester and three working days in the summer semester, as per 9.2. For fields visits: Up to the limit given in 9.1, following the procedure in 9.2.
(ii)	Research Internship	(a) Internship in lieu of Project (Category A) nd Research Internship as part of the Project (Category B): as per 9.3.1 upto number of final year project/Thesis semesters in the student's program. (b) Other Internship in regular semester (Category C): One semester in the entire program. Internship during the summer vacation or winter break do not count toward these limits.	Refer Chapter 9.3 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	(a) 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. (b) Assistantship will continue to be paid to the eligible students. (c) The duration of special leave includes Saturday, Sunday & Holiday (excluding the prefix and suffix).
I	**Extra-Ordinary Leave (EOL)**	As per approval	(a) Extra-Ordinary Leave can be approved only in extraordinary circumstances and only if all entitled leaves are exhausted. (b) No assistantship will be paid during leave duration to the eligible students. The maximum duration for payment of assistantship will also remain the same. (c) The duration of Extra-Ordinary Leave includes Saturday, Sunday& Holiday (excluding the prefix and suffix).

8.1.1 Approving Authorities

(a) Vacation leave, short leave and medical leave (A, B and C) are recommended by the supervisor and approved by the DPGC Convener. For a student whose supervisor has not been appointed, they are recommended by the DPGC Convener and approved by the HoD.

(b) Academic leave, maternity/paternity leave, special leave and extra-ordinary leave (E-I) are approved by the Associate Dean (Academic -PG) or the Dean (Academic), on the recommendation of the HoD.

(c) Semester leave (D) and semester drop require the prior approval of the Dean (Academic).

(d) Cases not covered by these rules are dealt with separately[2].

8.1.2 Leave and Assistantship

For students receiving an Institute assistantship[3]:

(a) All leave must be applied for through MIS. The student may leave the campus only after the leave has been approved. If no action has been taken within 48 hours, the student may follow it up with the approving authority.

(b) Leave for the attendance cycle (16th of the previous month to 15th of the current month) must be updated on MIS by the 15th of the current month. No retrospective updates are accepted after that for processing the assistantship or arrears.

8.1.3 Students under External Schemes

QIP and other sponsored students follow the leave rules of the sponsoring scheme wherever they differ from this chapter (see 12.4)[4].

[1] Notification No. IITISM/DAC/853, dated. 03.01.2025
[2] Notification No. IITISM/DAC/698, dated. 06.03.2024
[3] Notification No. IITISM/DAC/453, dated. 11.04.2023
[4] Notification No. IITISM/DAC/434, dated. 01.03.2023

NOTE:

(a)*A student who remains absent from all academic activities for more than 20 working days in a semester, even with approved leave (including medical leave, SPL and EOL), will be de-registered from all registered courses of that semester. An approved internship is treated as an academic activity for this purpose.*

(b)*Absence without sanctioned leave, or leave beyond what these rules allow, entails loss of the financial assistantship for the period of absence. This applies to M.Tech. students and to Integrated M.Tech./Dual Degree students in the 9th and 10th semesters. Such absence may also result in automatic termination of the academic program for unauthorised absence.*

8.2 Semester Leave for Joining a Job

A student must meet the following eligibility criteria and terms and conditions both when applying for semester leave and when rejoining to complete the PG program. M.Tech. students may instead convert to part-time under Chapter 13.

8.2.1 Eligibility for Semester Leave for Joining a Job

(a) A PG student becomes eligible for semester leave only after completing the first two semesters (three semesters for the 3-year M.Sc.Tech.).

(b) All the courses prescribed for the first two semesters (three semesters for the 3-year M.Sc.Tech.) must have been cleared in a single attempt.

8.2.2 Terms and Conditions when Applying for Semester Leave

(a) Semester leave is permissible on medical grounds or in other extenuating and exceptional circumstances, including joining a job.

(b) The maximum leave is two semesters. The program must be completed within three years (four years for the 3-year M.Sc.Tech.) from the date of admission.

(c) No fee is payable and no hostel facility is provided during an approved semester leave. The semester counts towards the maximum duration[5].

(d) The student shall submit an undertaking declaring that:

i. if s/he fails to resume the program after the maximum period of semester leave, the leave application shall be treated as a request for permanent withdrawal from the PG program;

ii. after the maximum period of semester leave (two semesters), s/he will not request any further extension for any reason, and the Institute will not consider such a request;

iii. if granted semester leave for joining a job, s/he will not be allowed to do any academic activity, such as thesis work or online classes, during the leave.

8.2.3 Terms and Conditions for Resuming the PG Program after Semester Leave

(a) After the semester leave (maximum two semesters), the student shall submit an application, endorsed by the DPGC Convener and the supervisor, well before the last date of pre-registration for the semester.

(b) The student will not be allowed to register after the last date of pre-registration for a semester under any circumstances.

(c) Before pre-registration, the student shall submit a No-Objection Certificate from the employer stating that s/he has been granted study leave to complete the PG program.

(d) If the student has resigned from the job, s/he shall submit the employer's resignation acceptance letter or relieving letter before pre-registration.

[5] Notification No. IITISM/DAC/560, dated. 01.08.2023 (28th Senate dt. 24.07.2023)

CHAPTER 9: PERMISSION TO PROCEED FOR ACADEMIC WORK

9.1 Permission to Proceed to Other Institutions

A student may be permitted to proceed to other academic institutions in India or abroad as a non-degree student, to broaden her/his horizons and gain coursework experience. The following guidelines and procedures apply:

(a) A student who meets the eligibility criteria in 9.1.1 may spend up to two regular semesters at any academic institution of repute in India or abroad.

(b) A semester spent as a non-degree student counts as part of the time spent pursuing the degree, and towards the minimum and maximum duration.

9.1.1 Eligibility

(a) Completion of all the courses of the first year of the program[1].

(b) A minimum CGPA of 8.0.

(c) No pending backlog (failed, 'Ab' or dropped courses)[2].

(d) No disciplinary action against the student.

9.1.2 Application Procedure

(a) The student shall apply in Form PG2 to the DPGC Convener, through the supervisor. The application shall give details of the proposed program and include a statement of purpose with sufficient information about the institution where s/he wishes to spend time as a non-degree student.

(b) A letter of permission from the host institution shall be obtained and submitted with the application.

(c) The DPGC shall examine the proposal. It shall decide whether the proposed program is similar in nature to the student's program at IIT (ISM) Dhanbad, and whether the student will benefit from the exposure.

(d) For coursework or research work in any country other than India, the approval of the Dean (International Relations) is also required.

(e) On the recommendation of the DPGC and the HoD, the Associate Dean (Academic - PG) shall examine the proposal. The Dean (Academic) shall approve it, granting the student leave of absence to proceed as a non-degree student[3].

(f) Any application for waiver or transfer of credits shall be decided as per 9.1.3.

(g) The AR (PG) shall issue an Office Memorandum. The student may leave the Institute to join the other institution only after it has been issued.

9.1.3 Transfer of Credits and Waiver in Lieu Thereof

(a) Permission to proceed to another institution as a non-degree student does not automatically exempt the student from any academic or other requirement of her/his PG program at the Institute.

(b) Transfer of credits is currently allowed only for courses completed at other IITs.

[1] Notification No. IITISM/DAC/840, dated. 23.10.2024
[2] Notification No. IITISM/DAC/1179, dated. 17.09.2026
[3] Notification No. IITISM/DAC/741, dated. 20.08.2024

(c) On return, the student may apply to the DPGC Convener for transfer of credits, or waiver, for courses in her/his program template that s/he considers equivalent to courses successfully completed elsewhere. The student shall submit the official grade sheet from the other institution and any other documents the DPGC requires.

(d) The DPGC shall assess the courses completed and recommend which courses are equivalent and how many credits may be treated as completed.

(e) The DPGC's recommendation shall be sent to the Associate Dean (Academic – PG) for examination and recommendation, and to the Dean (Academic) for approval.

(f) The maximum credits that may be transferred or waived shall not exceed the credits of one year of the program[4].

(g) After approval, the student's record shall be updated on MIS and on the Academic Bank of Credits (ABC) portal, and a copy of the approval kept in the student's file[5].

(h) Grades earned at another institution are not used to calculate the SGPA/CGPA. The course name, the credits earned and the name of the institution shall be shown on the grade sheet.

9.2 Permission to Proceed for Other Academic Activities

During their program, students may be allowed to:

(a) present their research at conferences, symposia, workshops, seminars, etc.;

(b) make short visits to industries or laboratories for practical exposure;

(c) undertake field visits, sample collection, etc. as part of their research or course curriculum. Leave for field visits may be granted up to the limit in 9.1[6].

9.2.1 Procedure for Tour Approval

(a) The student shall submit the tour approval form, with all relevant documents, to the supervisor.

(b) On the recommendation of the supervisor and the HoD, the application shall be sent to the Office of the Dean (Academic) for approval. If the tour is funded from an ongoing sponsored project, the application shall be routed through the Office of the Dean (R&D).

(c) The application must reach the Office of the Dean (Academic) at least 7 days before the date of journey.

(d) The student may leave the Institute only after the tour has been approved.

9.3 Internships

To help students broaden their horizons and gain academic and professional experience, students may proceed to other academic institutions, research organisations or industry in India or abroad for internships.

9.3.1 Categories of Internship

(a) *Category A*, internship in lieu of project. An industrial or research internship of at least fourteen weeks, taken in place of the final-year project as per 6.8.6.3 and 6.8.6.4[7].

(b) *Category B*, research internship as part of the project. A research internship forming part of the student's ongoing project/thesis, under the joint guidance of the Institute supervisor and a mentor from the host organisation. It may last up to two semesters.

[5] Notification No. IITISM/DAC/913, dated. 19.06.2025
[6] Notification No. IITISM/DAC/698, dated. 06.03.2024
[7] Notification No. IITISM/DAC/1107, dated. 18.03.2026

(c) *Category C*, other internships. Any other industrial or research internship, during vacations or regular semesters, not shown on the grade sheet. Industrial internships may be taken during the summer vacation and during the winter break, whatever the student's semester status. Students of Applied Geology and Applied Geophysics must complete their winter field training before going on an industrial internship in the winter break.

9.3.2 Conditions

(a) The supervisor's consent is mandatory for Category B internships.

(b) The Institute assistantship, if any, shall be stopped for the duration of a paid internship. However:

i. it shall not be stopped for an eligible student during an unpaid industrial internship in the summer semester[8];
ii. it may continue for an eligible M.Tech. student during an industrial internship in the winter break if the host organisation pays no financial assistance[9].

(c) The student shall abide by the rules of the host organisation, be physically present at the Institute whenever required (for example, for evaluations), and return to the Institute and report to the department immediately after the internship.

(d) The student shall submit an undertaking to complete all remaining academic work, including project work, within the maximum duration of the program.

(e) On completing the internship, the student shall submit the internship performance report in the format approved by the Senate[10].

9.3.3 Procedure

(a) Departmental NoC for applying. Before applying to an organisation, the student shall obtain an NoC from the department. The supervisor recommends it (for Category B only), the DPGC Convener forwards it, and the HoD approves and issues it.

(b) Final NoC from the Office of the Dean (Academic). Once the organisation accepts the student, s/he shall apply for the final NoC on Form PG2 for internships within India, or on Form A7 outside India[11]. The application shall be accompanied by the offer letter and, where applicable, a recommendation for fellowship. It shall be routed as follows:

i. the supervisor (for Category B), the DPGC Convener and the HoD recommend and forward it;
ii. the Associate Dean (Academic – PG) gives the final recommendation;
iii. the Dean (Academic) approves it;
iv. the AR (PG) issues the Office Memorandum.

(c) For an internship in any country other than India, the approval of the Dean (International Relations) is also required.

(d) The student may leave the Institute to join the host organisation only after the Office Memorandum has been issued[12].

(e) On return, the student shall report to the supervisor and the DPGC Convener, with a copy to the Academic Section.

[8] Notification No. IITISM/DAC/561, dated. 02.08.2023
[9] Notification No. IITISM/DAC/1081, dated. 08.01.2026
[10] Notification No. IITISM/DAC/1110, dated. 18.03.2026
[11] Notification No. IITISM/DAC/398, dated. 02.01.2023
[12] Notification No. IITISM/DAC/1142, dated. 17.06.2026

(f) If the internship is to be extended beyond the approved period, for any reason, prior permission must be obtained from the approving authority through the supervisor/DPGC Convener. Otherwise the absence shall be treated as unauthorised, and may result in automatic termination of the academic program.

9.4 Admission of Students of Other Institutions (Non-degree Students) for Research or Study

(a) A student of any other Indian or foreign institute/university may be allowed to study at IIT (ISM) Dhanbad for up to two semesters, including the summer semester. S/he may do coursework or part of her/his research work to meet the academic requirements of the parent institution. The credits earned at the Institute shall be transferred to the parent institution.

(b) Every such applicant must be recommended by her/his parent institute/university.

(c) The applicant shall pay the academic fee and hostel fee (depending on her/his status, program and nationality) and other charges as specified by IIT (ISM) Dhanbad at the time of joining.

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

(e) The number of non-degree students in a program shall not exceed 10% of its sanctioned strength

CHAPTER 10: FINANCIAL ASSISTANCE, SCHOLARSHIPS, AWARDS AND MEDALS

10.1 Financial Assistance

(a) Institute Assistantship shall be awarded to M.Tech. students semester by semester, for a maximum of 24 months.

(b) For graduating students, the assistantship shall be paid up to 15 May of that year.

(c) The admissible amount of the assistantship shall be paid as per the guidelines of the Ministry of Education, Government of India.

(d) A student is expected to devote up to eight hours a week to the work assigned by the department. S/he must complete the assigned assistantship work and fulfil the department's attendance requirement for assistantship holders, notwithstanding the No Mandatory Attendance Policy for classes[1]. The attendance and leave modalities for processing the assistantship are given in 8.1.2[2].

(e) Monthly payment or renewal of the assistantship depends on the student's performance in the academic program and in the assistantship duties.

(f) A pro-rata deduction shall be made from the assistantship if the student takes leave beyond the admissible period.

(g) M.Sc., MBA, M.Sc.Tech., M.A. and Exec. M.Tech. students shall not be given the Institute Assistantship.

(h) A student may receive financial assistance from only one source (the Institute or another funding agency) at a time.

(i) The assistantship during internships shall be governed by 9.3.2(b)[3]. An M.Tech. student who converts to part-time on joining a job shall stop receiving the assistantship from the date of joining[4].

(j) QIP and other sponsored students shall receive financial assistance as per the rules of the sponsoring scheme (see 12.4)[5].

10.2 SGPA/CGPA Criteria for Availing the Assistantship

The eligibility criteria for the assistantship for M.Tech., Dual Degree and Integrated M.Tech. students are as follows:

(a) Initial eligibility

i. *M.Tech. students.* The assistantship is awarded in the first year to GATE-qualified students. B.Tech. graduates of the IITs with a CGPA of 8.0 or above (on a scale of 10) are also eligible without GATE.

ii. *Dual Degree/Integrated M.Tech. students.* The assistantship is awarded in the 5th year to students who have qualified GATE or have a CGPA of 8.0 or above at the end of the 8th semester, and who have cleared all courses prescribed up to the 8th semester. The student shall apply in Form UG1 within the notified period.

(b) Continuation of the assistantship in each semester depends on good academic performance. It requires a minimum SGPA of 6.50 (on a scale of 10) for UR/OBC students and 6.25 for SC/ST/PwD students.

(c) The assistantship shall be stopped if the criterion in (b) is not met. The date the semester result is published is the key date for this purpose.

[1] Notification No. IITISM/DAC/1050, dated. 09.09.2025
[2] Notification No. IITISM/DAC/453, dated. 11.04.2023
[3] Notification No. IITISM/DAC/561, dated. 02.08.2023; Notification No. IITISM/DAC/1081, dated. 08.01.2026
[4] Notification No. IITISM/DAC/853, dated. 03.01.2025
[5] Notification No. IITISM/DAC/434, dated. 01.03.2023

(d) An assistantship stopped under (c) shall be resumed from the date of publication of the semester result in which the criterion in (b) is met. It is resumed only if the student is registered for the semester.

(e) The student shall provide teaching assistance of 8 hours a week.

(f) The assistantship is available for a maximum of 4 semesters for M.Tech. students and 2 semesters for Dual Degree/Integrated M.Tech. students[6].

(g) A student may also upgrade her/his CGPA during the summer semester. Even after doing so, the SGPA of the earlier semester remains unchanged on the grade sheet. Where a lower grade in a course caused the loss of the assistantship, the updated SGPA of that semester shall be calculated, manually or automatically, to determine eligibility. This applies to M.Tech., 5th-year Integrated M.Tech. and 5th-year Dual Degree M.Tech. students. The change in entitlement takes effect from the date the student's summer semester result is declared.

10.3 Arrears for the Stopped Period of Assistantship

(a) A student whose assistantship is stopped at the end of the 1st semester shall be paid arrears for the stopped period (the 2nd semester) if, when the 2nd-semester result is declared, s/he has a CGPA of 6.5 or more and an SGPA of 7.5 or more. M.Tech. students who take an improvement examination may also receive arrears of assistantship for the 2nd semester. This applies if the 1st-semester SGPA, recalculated with the improved grade(s), meets the requirement of 6.5 (UR/OBC) or 6.25 (SC/ST/PwD).

(b) In all other cases, that is, when the criterion of a CGPA of 6.5 or more and an SGPA of 7.5 or more is met only at the end of the 3rd or 4th semester, no arrears shall be paid for the stopped period.

(c) A student seeking resumption of the assistantship or arrears under 10.1.1(g) or 10.1.2(a) shall apply to the Academic Section through the DPGC Convener. The Convener shall recommend only eligible cases, after the result of the improvement examination or summer semester is declared[7].

10.4 Scholarships

A number of merit-cum-means scholarships, freeships (tuition waivers), free basic messing and pocket allowance (for SC and ST students), and endowment scholarships/fellowships are awarded to PG students as per the procedure laid down by the Senate. They are administered by a designated committee. Details are available from the DSW office and webpage. A student who has not submitted the mandatory course feedback may have her/his scholarship application affected (see 6.8.18)[8].

10.5 Awards and Medals

To promote and recognise academic excellence, constructive leadership and the overall growth and development of students, the Senate awards a number of prizes and medals. These are established by the Institute on its own or through endowments/grants from donors, with the approval of the Board of Governors. All matters related to awards and medals are handled by the designated committee. Details are given in Table 17.

[6] Notification No. IITISM/DAC/720, dated. 10.06.2024; Notification No. IITISM/DAC/1140, dated. 15.06.2026
[7] Notification No. IITISM/DAC/1192, dated. 22.09.2026
[8] Notification No. IITISM/DAC/1061, dated. 31.10.2025; Notification No. IITISM/DAC/1119, dated. 08.04.2026

Table17:Awards and Medals

S.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	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 should be ten.	Medal will be awarded in the Convocation
3.	Mata Gurdev Kaur Memorial Award(For the Best Girl Student)	B.Tech. and M.Sc.Tech.(For Girl Student Only)	Any girl student in B.Tech / M.Sc. Tech classes who secures the highest OGPA.	Cash prize of Rs. 500/- a plaque and a Certificate
4.	L J Johnson Gold Medal	Petroleum Engineering	Medal will be awarded to the best 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). 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 10.	Medal will be awarded in the Convocation
6.	Late Mitali Sen Memorial Gold Medal award and cash prize	Master of Business Management (MBA)	Medal will be awarded to the best two years Master of Business Management (MBA) student based on OGPA.	Cash prize of Rs. 25,000/- (Plaque and certificate)
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 Advanced. 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 Advanced shall not apply. Following shall be the weightages for computing the total marks for the award Academic Performance–80%, Extra-curricular Activities –10% Conduct– 10%. All the semesters must be considered for computation of the above marks. No. semester should be left.	Medal will be awarded in the Convocation (Plaque)
9.	IIT(ISM) Alumni Association Award	Best PG Student	Medal will be awarded to the best PG program student securing highest OGPA among all PG Students (admitted through process other than IIT-JEE Advanced).	Medal will be awarded in the Convocation (Plaque)
10.	Prof. Rima Chatterjee Memorial Gold Medal	M.Sc.Tech. (Applied Geology) and M.Sc.Tech. (Applied Geophysics)	Medal will be awarded to the best student (who secures highest OGPA) each from M.Sc.Tech. (Applied Geology) and M.Sc.Tech. (Applied Geophysics).	Medal will be awarded in the Convocation
11.	International Student of the Year	All International students across all PG Program	Cash prize will be awarded to the best International PG program student securing highest OGPA among all International PG Students.	Cash prize of Rs. 40,000/- and a Certificate will be awarded on the Foundation Day through International Relation.

General conditions applying to all awards and medals in Table 17:

(a) A student who has appeared in an improvement examination in any course is not eligible for any Institute medal[9].

(b) Only an F grade disqualifies a student from a medal or award. An 'Ab' grade does not[10].

(c) In Table 17, "supplementary/special examination" means *re-registration and re-examination in a failed course, a summer-semester examination, or a make-up examination*.

[9] Notification No. IITISM/DAC/1070, dated. 19.12.2025
[10] Notification No. IITISM/DAC/1179, dated. 17.09.2026

CHAPTER 11 CONDUCT AND DISCIPLINE

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

11.1 Code of Conduct

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

ii. No student shall disobey any order issued by the Institute, Head of Department, Deans, Associate Deans, Chief Warden/Warden of hostels or other functionaries of the Institute. Students must behave with due decorum with their teachers and fellow students. All students, irrespective of gender, must be treated with dignity and respect.

iii. 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, cause them mental or physical agony, inflict monetary loss or physical harm on them, harass them, or indulge in any kind of obscenity, vulgarity or violence with them. Students shall comply with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, as amended, and submit the anti-ragging undertaking prescribed by the Institute.

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

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

vi. Students should not indulge in violence of any kind with fellow students, employees including teaching staff of the Institute, or outsiders, within or outside the Institute campus. Students must not take the law into 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.

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

viii. Students are not permitted to consume alcoholic drinks or harmful drugs such as L.S.D., Charas, etc. within the Institute campus (including their hostels), outside in any restaurant/bar in Dhanbad or at any other place, or on official visits outside such as training/tours/camps/field work.

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

x. No meeting of students, other than those organised under the aegis of the recognised student activities, shall be called or held without the prior written permission of the Dean of Students' Welfare.

xi. No meeting/function to which any outsider is invited shall be organised within the Institute campus at Dhanbad, nor shall any outsider be allowed to address the students, without the prior written permission of the Dean of Students' Welfare/Head of Department.

xii. No theatrical performance, dance or show of any kind shall be held, either within or outside the Institute campus, in the name of any student society without the prior written permission of the Dean of Students' Welfare or any authorised functionary of the Institute, who may prescribe the terms and conditions for such performance.

xiii. No student shall:

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

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

(c) use unfair means before, during or after any examination, test or quiz; attempt to threaten staff to gain undue advantage; or take someone else's work 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 the use of printed/audio/video material of any kind in projects, dissertations, class work submissions, reports, etc.

(e) keep and/or drive an engine-driven vehicle (car, motorcycle, 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 authorised functionary of the Institute.

(f) The consequences of using unfair means in examinations are given in clause 6.8. Every PG dissertation shall comply with the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018. It shall be accompanied by the plagiarism-check report generated with the software provided by the Institute, and by the student's declaration that the similarity is less than 10%[1].

xiv. 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's furniture and fittings with due care and must not deface buildings, roads, furniture, fittings, etc. in any manner.

xv. Students must handle with great care the laboratory equipment and any instruments and machinery they use in the course of their work/project/practical/dissertation. Any damage to or breakage of such equipment, instruments, 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

i. 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.

ii. Students found involved in any form of ragging are liable to severe disciplinary action, including expulsion from the Institute, and shall also be punishable under the provisions of the Bharatiya Nyaya Sanhita, 2023, or any other law in force. A student who indulges in any unseemly behaviour towards new entrants will be liable to strict disciplinary action.

iii. Any student or group of students who indulge in violence will be liable to strict disciplinary action, including expulsion from the Institute.

iv. In case of damage to Institute property (in a department, hostel or any other place), the cost of the damaged property will be recovered from the student(s) concerned, and disciplinary action shall also be taken against the students involved.

v. Students who feel victimised by the conduct, academic or personal, of any other member of the Institute may register a complaint with the Head of Department, the Dean of Students' Welfare, the Dean (Academic) or any other concerned functionary of the Institute.

[1] Notification No. IITISM/DAC/441/2, dated. 11.04.2023

vi. Any complaint related to sexual harassment must be reported without delay to the Head of Department, the Dean of Students' Welfare or any other functionary of the Institute, who will take appropriate action through the Chairperson of the Internal Complaints Committee (ICC) of the Institute. Such complaints shall be dealt with as per the UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees and Students in Higher Educational Institutions) Regulations, 2015, and the procedures of the Institute's ICC.

vii. A student found using unfair means in an examination shall be reported as per 6.8.2, and the action prescribed in the clause 6.8 shall follow. 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) of the matter with all relevant details.

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

ix. In major cases of indiscipline, the DSW shall constitute an enquiry committee and forward its recommendation to the Chairperson, Senate for approval. *[Proposed: gender-neutral wording]*

x. For students under the NEP regime, each act of indiscipline shall attract negative discipline units, minimum 1 and maximum 4 depending on severity, as decided by the Office of the DSW. These count towards the minimum non-credit units required for successful completion of the program[2].

11.3 Standing Disciplinary Rules for Students

Depending on the gravity of the misconduct, any of the following standing disciplinary actions may be applied:

i. Warning Letter
ii. Communication of the disciplinary action to the student's parents/supervisor/HoD.
iii. *Mandatory attendance requirement up to 90%*, Compulsory attendance at counselling sessions or other activities prescribed by the DSW.
iv. Community/academic support/administrative support service for two hours per day, up to forty hours per month.
v. Restriction on participation in the activities of student clubs/Gymkhana/festivals, etc.
vi. Restriction in Campus Placement activities.
vii. Disciplinary probation for a period ranging from six months to the entire period of stay at IIT (ISM).
viii. Suspended sentence: the disciplinary action is awarded but enforced only if another incident of indiscipline is reported.
ix. De-registration from courses, ranging from one course to the full semester load.
x. Deduction of Fellowship, based on report of indiscipline.
xi. 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 and bringing the Institute's reputation into disrepute will be taken very seriously, and strict disciplinary action, which may even lead to expulsion from the Institute, will be taken. Unfair means in examinations shall be dealt with as per the clause 6.8[3].

[2] Notification No. IITISM/DAC/825, dated. 18.09.2024
[3] Notification No. IITISM/DAC/1069, dated. 19.12.2025

CHAPTER 12: WAIVER, DELEGATION AND AMENDMENTS

12.1 Waiver

The procedures and requirements in this manual may be relaxed or waived in special circumstances by the Chairperson, Senate. All such exceptions shall be reported to the Senate at its next meeting.

The following may not be relaxed or waived:

- Clause 1.2 (Admission Procedures and Rules to PG Programs);
- Chapter 4 (Deficiency in Academic Performance);
- Clause 6.8.8 (Relative Grading);
- Chapter 7 (Academic Requirements for the Award of Degree).

12.2 Delegation to the Dean (Academic)

(a) The Dean (Academic) is the final approving authority for all regular academic forms and matters, except policy decisions[1].

(b) The Dean (Academic) and the Associate Dean (Academic -PG) are the approving authorities for the routine academic matters specified by the Senate, including change or addition of supervisor and appointment, change or addition of co-supervisor (internal, or external from India)[2].

(c) Where any provision of this manual names a higher authority for a regular, non-policy matter, it shall be read subject to (a) and (b).

12.3 Amendments

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

(b) Any amendment approved by the Senate and notified by the Office of the Dean (Academic) shall take effect from the date or semester specified in the notification. It shall prevail over the corresponding provision of this manual until the manual is updated.

(c) The Chairperson, Senate is authorised to approve the incorporation of Senate-approved changes into this manual[3].

12.4 Students Governed by External Schemes

For students admitted under externally governed schemes, such as the Quality Improvement Programme (QIP) of AICTE, the guidelines of the sponsoring scheme shall apply wherever they differ from this manual (for example on leave, stipend and program duration). In all other matters, the provisions of this manual shall apply[4].

12.5 Interpretation

In case of any doubt about the interpretation of any provision of this manual, the decision of the Chairperson, Senate shall be final.

[1] Notification No. IITISM/DAC/741, dated. 20.08.2024
[2] Notification No. IITISM/DAC/654, dated. 25.09.2023
[3] Notification No. IITISM/DAC/539, dated. 30.06.2023 ; Notification No. IITISM/DAC/560, dated. 01.08.2023
[4] Notification No. IITISM/DAC/434, dated. 01.03.2023

CHAPTER 13: CONVERSION OF M.TECH. FROM FULL-TIME TO PART-TIME

13.1 Scope

An eligible M.Tech student who joins a job after completing the second semester may convert her/his program from full-time to part-time, and continue the second year as a part-time student[1].

13.2 Eligibility

(a) The student must have completed all the courses of the first year before applying for conversion.

(b) The conversion requires the recommendation of the student's existing internal supervisor, subject to all other conditions being fulfilled.

13.3 Terms and Conditions

(a) The stipend, if being paid, shall stop from the date the student joins the job. Any stipend received for the period after joining shall be refunded.

(b) The student shall obtain a No Objection Certificate (NoC) from her/his immediate superior, supervisor, manager or the competent authority of the employing organisation. The NoC must be submitted to the Academic Section before the student completes the program; the final degree shall not be awarded until it is submitted.

(c) A student who has converted to part-time shall not be allowed to revert to full-time before completing the M.Tech program, for any reason.

(d) After conversion, the student's academic program shall be governed by the provisions of this manual that apply to part-time M.Tech students.

(e) A part-time M.Tech student may undertake an internship in lieu of project under 6.8.6.3. However, work done in the course of her/his employment shall not be treated as an internship, except where the internship itself has been converted into that employment[2].

(f) The part-time student shall complete all registration formalities each semester (pre-registration, fee payment and physical reporting), as per the Academic Calendar.

13.4 Application Procedure

(a) The student shall apply in Form PG15 through the DPGC Convener and the HoD, with the recommendation of the internal supervisor.

(b) The application shall be accompanied by the offer of appointment, or the joining letter if the student has already joined, together with the NoC from the employer. If the NoC is not submitted with the application, the conversion shall be provisional until it is submitted, subject to 13.3(b).

(c) The Office of the Dean (Academic) shall issue an Office Memorandum on the conversion.

(d) The student may leave the Institute to join the job only after the Office Memorandum has been issued.

(e) The part-time student shall complete all registration formalities each semester (pre-registration, fee payment and physical reporting), as per the Academic Calendar.

[1] Notification No. IITISM/DAC/853, dated. 03.01.2025, superseding Notification No. IITISM/DAC/731, dated. 22.07.2024
[2] Notification No. IITISM/DAC/1142, dated. 17.06.2026

ANNEXURE 1.1

Selection Procedure for MBA and MBA (Business Analytics) Programmes

(Referred to at Section 1.2.1.3, Clause III, of the PG Manual)

1. Shortlisting

Candidates shall be shortlisted for the Personal Interview on the basis of CAT percentile.

2. Final Selection

Final selection of candidates to the MBA and MBA (Business Analytics) programmes shall be based on the following weighted dimensions of a candidate's profile:

Dimension	Weightage
Personal Interview	40%
CAT Percentile	35%
Past Academic Record	10%
Industrial Experience	10%
Consideration for Female Candidates	5%
Total	**100%**

3. Calculation Matrix

The Past Academic Record and Industrial Experience components at Section 2 above shall be evaluated as follows:

3.1 Past Academic Record - Candidates Holding a Completed Qualifying Degree

10th Std. (%)	Score	12th Std. (%)	Score	Graduation (% / CGPA)	Score
85%--100%	3	85%--100%	3	85%--100% / CGPA ≥ 8.5	4
70%--<85%	2	70%--<85%	2	70%--<85% / 7.5 ≤ CGPA < 8.5	3
60%--<70%	1	60%--<70%	1	60%--<70% / 6.5 ≤ CGPA < 7.5	2

3.2 Past Academic Record: Candidates Currently Pursuing the Qualifying Degree (Final-Year Applicants under Section 1.2.1.3, I(b)/II(b))

10th Std. (%)	Score	12th Std. (%)	Score
90%--100%	5	90%--100%	5
80%--<90%	4	80%--<90%	4
70%--<80%	3	70%--<80%	3
60%--<70%	2	60%--<70%	2

3.3 Industrial Experience

Experience	Score
≥ 12 months to ≤ 24 months	4
> 24 months to ≤ 36 months	7
More than 36 months	10

4. Confirmation of Admission

Admission shall stand confirmed only after physical verification of the requisite documents by the Office of the Dean (Academic).

ANNEXURE 1.2

Guidelines to be Followed for Executive M.Tech.

1. Number of Seats

As prescribed by the Institute for each discipline offered under the programme; a minimum of 10 candidates joining is required to run the programme for a given discipline in an academic year, failing which the Institute may not run the programme for that discipline in that year.

2. Eligibility Criteria for Executive M.Tech. Programme

Eligibility is prescribed discipline-wise. The three disciplines currently offered, and their qualifying degree requirements, are as follows:

Discipline	Qualifying Degree(s)
Petroleum Engineering (EPE)	B.E./B.Tech. in Petroleum Engineering / Gas Engineering / Petroleum Management / Petroleum Studies / Energy Studies / Petroleum Technology / Petroleum Science / Petroleum Refining Engineering / Petroleum Science and Engineering / Mechanical Engineering / Chemical Engineering / Electrical Engineering / Civil Engineering / Petrochemical Engineering; OR M.Sc./M.Sc.Tech. in Geology / Geophysics / Chemistry / Energy Studies.
Artificial Intelligence & Data Science (EAI)	4-year B.E./B.Tech./B.Sc.(Engg.) in Computer Science or related disciplines / Information Technology / Electronics Engineering / Electronics and Communication Engineering / Electronics and Telecommunication Engineering / Telecommunication Engineering / Electronics and Instrumentation Engineering / Electrical & Electronics Engineering / Electrical Engineering, or any combination of these disciplines.
Mechanical Engineering (EME)	B.E./B.Tech. in Mechanical Engineering / Aerospace Engineering / Aeronautical Engineering / Automobile Engineering / CAD-CAM / Automation Engineering / Mechatronics Engineering / Robotics / Marine Engineering / Mining Machinery Engineering / Engineering and Computational Mechanics / Manufacturing Engineering / Production Engineering / Production and Industrial Engineering / Production Technology / Industrial and Production Technology / Energy Engineering / Power Plant / Chemical Engineering / Civil Engineering, or any combination of these disciplines.

i. Working professional with a minimum of two years' experience, for all disciplines.

ii. Minimum 60% or CGPA/CPI of 6.0 (10-point scale, without rounding off) in the qualifying degree for UR/OBC-NCL/EWS candidates; minimum 55% or CGPA/CPI of 5.5 for SC/ST/PwD candidates , for all disciplines.

3. Admission Process

i. Applications for the Executive M.Tech. Programme are invited by the Admission Cell of the Institute.

ii. All application forms are scrutinized by the DPGC/Course Coordinator of the concerned department.

iii. Shortlisted candidates undergo an interview before a panel constituted by the Head of the concerned Department. Where the candidate is found to satisfy all eligibility criteria and to have qualified in the interview, the HoD forwards

the merit list of candidates to the Admission Cell for final verification and issue of a provisional admission letter, on approval of the competent authority.

iv. Admission is confirmed only after physical verification of the required documents by the Office of the Dean (Academic).

ANNEXURE 1.3

Guidelines to be Followed for Executive MBA

1. Number of Seats

Intake capacity for the Executive MBA: 50. A minimum of 10 candidates is required to offer the programme in a given session. The reservation policy of the Government of India applicable to higher educational institutions is strictly adhered to.

2. Eligibility Criteria for Executive MBA Programme

i. 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% for candidates belonging to SC, ST and PD (Persons with Disability)). For Honours graduates, the aggregate includes marks of both Honours and Pass papers.

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

3. Admission Process

i. Applications are invited by the Institute's Admission Cell, OR through agencies/organizations/industry having an MoU with the Institute.

ii. All application forms are scrutinized by the Admission Committee of the concerned department.

iii. Shortlisted applicants appear for a written entrance test conducted by IIT(ISM) Dhanbad, subjective in nature, testing the candidate's managerial aptitude and general awareness , followed by an interview conducted in online mode. Final selection is based on the aggregate scores of the written test and the interview.

iv. If all eligibility criteria are fulfilled, the HoD sends the candidate list to the Admission Cell for final verification and issue of the provisional admission letter, after approval from the competent authority.

v. Admission is confirmed only after physical verification of the required documents by the Office of the Dean (Academic).

4. Withdrawal of Admission: as per Institute guidelines.

ANNEXURE 2.1

NON-CREDIT UNITS

Non-Credit Unit & Minimum Units required for each program:

NON-CREDIT UNIT & MINIMUM UNITS REQUIRED FOR EACH PROGRAM							
Sl. No.	**Program**	**Discipline (2 units/semester)**	**NCC/NSS/NSO/ CCS/Yoga (2 units per semester for 1st two years) Sl. No. 1-5 to be assessed during even semesters(2nd & 4th)only & Sl.no. 6-12 to be assessed during odd semester (1st& 3rd) only Under CCS 101 & CCS 102**	**Community Outreach/ Community Services/ Sports/Student Club Activities/ Cultural Activities/ NVCTI Activities (2 units per semester for 1st two years) Sl. No. 1-5 to be assessed during even semesters(2nd & 4th) only & Sl.no. 6-12 to be assessed during odd semester (1st & 3rd) only**	**Other CCA or recognition in Inter IIT / Inter University / State / National / International events (during entire period) ***	**Maximum non credit units that can be earned**	**Minimum non credit units to be earned for the successful completion of the program [C(50 %)+D (at least 2 units) + E(at least 2 units)+F (Optional Or Add on)]= H**
A	**B**	**C**	**D**	**E**	**F**	**G**	**H**
1	**B.Tech.**	16	4	4	4	**28**	**20**
2	**B.Tech. with Minor**	16	4	4	4	**28**	**20**
3	**Double Major**	20	4	4	4	**32**	**24**
4	**Dual Degree (Category A/B/C)**	20	4	4	4	**32**	**24**
5	**Int. M.Tech.**	20	4	4	4	**32**	**24**
6	**M.Tech.**	8	4	4	4	**20**	**12**
7	**M.Sc. Tech.**	12	4	4	4	**24**	**16**
8	**M.Sc.**	8	4	4	4	**20**	**12**
9	**MBA**	8	4	4	4	**20**	**12**
10	**MBA (BA)**	8	4	4	4	**20**	**12**
11	**MA**	8	4	4	4	**20**	**12**
12	**Ph.D. (Full Time)**	2 per sem.	4	4	4	**12 + 2 per sem.**	**40%**

** For participation in Inter IIT / Inter University / State / National / International events, 2 units will be credited.*

*** For each indiscipline negative 1 unit minimum & maximum up to 4 unit depending upon severity (Discipline grading may be decided by the Office of DSW) will be awarded.*

**** Min discipline unit to be decided e.g. 50 % of the total discipline units if 16 then at least 8 and so on.*

 # in the event, if any one shortfalls of minimum non-credit units, a make-up test may be conducted under CCS or special programme at the end of courses if required

ANNEXURE 5.1

Roadmap for Pursuing the Integrated PG-Ph.D. Program

(Referred to at PG Manual, Chapter 5, Section 5.5)

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

Under CBCS

Semester(s)	Course/Thesis Components	Credits & Grading	Milestone	Stipend progression
1st	5 DC, DP			M.Tech. Stipend
2nd	2 DC/DE, 1 DE, 2 DE/OE, DP			
3rd	RTC; 36-Credit Thesis (Letter Grade)	36 credits, Letter Grade		
4th	RM; 36-Credit Thesis (Letter Grade) / 18-Credit Thesis (S/X Grade)	36 credits, Letter Grade 18 credits, S/X Grade	Comprehensive Examination	JRF
5th	36-Credit Thesis (S/X Grade)	36 credits, S/X Grade	Research Proposal Seminar	
6th -10th	Thesis, each semester (S/X Grade)	36 credits/semester, S/X Grade	Both degrees (M.Tech. & Ph.D.) conferred together	SRF

Under NEP

Semester(s)	Course/Thesis Components	Credits & Grading	Milestone	Stipend progression
1st	3 DC, 3 DP, 2 DE			M.Tech. Stipend
2nd	3 DC, 3 DP, 1 DE, 1 RM (Credit)			
3rd	RTC; 20-Credit Thesis begins (Letter Grade)	20 credits, Letter Grade		
4th	20-Credit Thesis (Letter Grade)/5-Credit Thesis (S/X Grade)	20 credits, Letter Grade 5 credits, S/X Grade	Comprehensive Examination	JRF
5th	20-Credit Thesis (S/X Grade)	20 credits, S/X Grade	Research Proposal Seminar	
6th -10th	Thesis, each semester (S/X Grade)	20 credits/semester, S/X Grade	Both degrees (M.Tech. & Ph.D.) conferred together	SRF

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

Under CBCS

Semester(s)	Course/Thesis Components	Credits & Grading	Milestone	Stipend progression
1st	5 DC, DP			NA
2nd	4 DC, 1 OE, DP			
3rd	1 DC, 1 DE, 3 DC/DE, DP			
4th	36-Credit Thesis (Letter Grade), 18-Credit Thesis (S/X Grade); RM	36 credits, Letter Grade, 18 credits, S/X Grade	Comprehensive Examination	JRF
5th	36-Credit Thesis (S/X Grade); RTC	36 credits, S/X Grade	Research Proposal Seminar	
6th-10th	Thesis, each semester (S/X Grade)	36 credits/semester, S/X Grade	Both degrees (M.Sc. & Ph.D.) conferred together	SRF

Under NEP

Semester(s)	Course/Thesis Components	Credits & Grading	Milestone	Stipend progression
1st	5 DC, 2 DP			NA
2nd	4 DC, 1 DE, 2 DP			
3rd	2 DC, 2 DE, 1 RM (Credit), 2 DP			
4th	20-Credit Thesis (Letter Grade); 5-Credit Thesis (S/X Grade)	20 credits, Letter Grade, 5 credits, S/X Grade	Comprehensive Examination	JRF
5th	20-Credit Thesis (S/X Grade); RTC	20 credits, S/X Grade	Research Proposal Seminar	
6th-10th	Thesis, each semester (S/X Grade)	20 credits/semester, S/X Grade	Both degrees (M.Sc. & Ph.D.) conferred together	SRF

1.3 Integrated MBA-Ph.D. Program

Under CBCS

Semester(s)	Course/Thesis Components	Credits & Grading	Milestone	Stipend progression
1st	5 DC, DP			NA
2nd	5 DC, DP			
3rd	2 DE, 2 SE; 18-Credit Thesis (Letter Grade) begins	18 credits, Letter Grade		
4th	1 SE; 18-Credit Thesis (Letter Grade), 18-Credit Thesis (S/X Grade)	18 credits, Letter Grade, 18 credits, S/X Grade	Comprehensive Examination	JRF
5th	36-Credit Thesis (S/X Grade); RTC	36 credits, S/X Grade	Research Proposal Seminar	
6th - 10th	Thesis, each semester (S/X Grade)	36 credits/semester, S/X Grade	Both degrees (MBA & Ph.D.) conferred together	SRF

Under NEP

Semester(s)	Course/Thesis Components	Credits & Grading	Milestone	Stipend progression
1st	5 DC, 1 DP			NA
2nd	6 DC, 1 DP			
3rd	4 DE, Term Paper			
4th	4 DE, Term Paper; 5-Credit Thesis (S/X Grade)	5 credits, S/X Grade	Comprehensive Examination	JRF
5th	20-Credit Thesis (S/X Grade); RTC	20 credits, S/X Grade	Research Proposal Seminar	
6th - 10th	Thesis, each semester (S/X Grade)	20 credits/semester, S/X Grade	Both degrees (MBA & Ph.D.) conferred together	SRF

1.4 Integrated MBA (BA)-Ph.D. Program

Under CBCS

Semester(s)	Course/Thesis Components	Credits & Grading	Milestone	Stipend progression
1st	5 DC, DP			NA
2nd	5 DC, DP			
3rd	RTC; 36-Credit Thesis (Letter Grade) begins	36 credits, Letter Grade		
4th	1 DE/OE, 1 SE, DP; 18-Credit Thesis (S/X Grade)	18 credits, S/X Grade	Comprehensive Examination	JRF
5th	36-Credit Thesis (S/X Grade)	36 credits, S/X Grade	Research Proposal Seminar	
6th - 10th	Thesis, each semester (S/X Grade)	36 credits/semester, S/X Grade	Both degrees (MBA(BA) & Ph.D.) conferred together	SRF

Under NEP

Semester(s)	Course/Thesis Components	Credits & Grading	Milestone	Stipend progression
1st	5 DC, 1 DP	—	—	NA
2nd	6 DC, 1 DP	—	—	
3rd	4 DE, Term Paper, RTC	—	—	
4th	4 DE, Term Paper; 5-Credit Thesis (S/X Grade)	5 credits, S/X Grade	Comprehensive Examination	JRF
5th	20-Credit Thesis (S/X Grade)	20 credits, S/X Grade	Research Proposal Seminar	
6th - 10th	Thesis, each semester (S/X Grade)	20 credits/semester, S/X Grade	Both degrees (MBA(BA) & Ph.D.) conferred together	SRF

1.5 Integrated M.Sc.Tech.-Ph.D. Program

Note: as M.Sc.Tech. is a 3-year programme, this roadmap runs through the 12th semester (Table 1, Section 5.2 governs the exact semester of eligibility for change of registration).

Under CBCS

Semester(s)	Course/Thesis Components	Credits & Grading	Milestone	Stipend progression
1st - 2nd	5 DC, DP (per semester)			NA
3rd	2 DC, 1 DC/DE, 1 DE, 1 OE, DP			
4th	2 DC, 2 DE, 1 OE, DP			
5th	36-Credit Thesis (Letter Grade); RTC	36 credits, Letter Grade	Comprehensive Examination	
6th	36-Credit (Letter Grade), 18-Credit Thesis (S/X Grade); RM	36 credit, Letter Grade 18 credits, S/X Grade	Research Proposal Seminar	JRF
7th	36-Credit Thesis (S/X Grade)	36 credits, S/X Grade		
8th - 12th	Thesis, each semester (S/X Grade)	36 credits/semester, S/X Grade	Both degrees (M.Sc.Tech. & Ph.D.) conferred together	SRF

Under NEP

Semester(s)	Course/Thesis Components	Credits & Grading	Milestone	Stipend progression
1st - 4th	5 DC, 3 DP (per semester), Field visit (2nd and 4th semester)			NA
5th	2 DC, 2 DE, RM (Credit)		Comprehensive Examination	
6th	20-Credit Thesis (Letter Grade); 5-Credit Thesis (S/X Grade); RTC	20 credits, Letter Grade 5 credits, S/X Grade	Research Proposal Seminar	JRF
7th	20-Credit Thesis (S/X Grade)	20 credits, S/X Grade		
8th - 12th	Thesis, each semester (S/X Grade)	20 credits/semester, S/X Grade	Both degrees (M.Sc.Tech. & Ph.D.) conferred together	SRF

1.6 Integrated M.A.-Ph.D. Program

Under NEP (only version)

Semester(s)	Course/Thesis Components	Credits & Grading	Milestone	Stipend progression
1st	4 DC, 2 DP, RM (Credit)			NA
2nd	4 DC, 1 DP, 1 DE			
3rd	3 DC, 2 DP, 2 DE			
4th	20-Credit Theis (Letter Grade), 5-Credit Thesis (S/X Grade); RTC	20 credits, Letter Grade, 5 credits, S/X Grade	Comprehensive Examination	JRF
5th	20-Credit Thesis (S/X Grade)	20 credits, S/X Grade	Research Proposal Seminar	
6th - 10th	Thesis, each semester (S/X Grade)	20 credits/semester, S/X Grade	Both degrees (M.A. & Ph.D.) conferred together	SRF

Annexure- 6.1

OFFICE OF THE DEAN (ACADEMIC)

PROFORMA FOR SUBMISSION OF DEPARTMENTAL PROPOSAL TO SPGC
[Use one form per proposal]
[Send the completed form along with documents to Secretary SPGC (AR-PG; email: arpg@iitism.ac.in)]

<table>
<tr><td>1.Department/Centre</td><td colspan="5"></td></tr>
<tr><td>2.DAC Meeting No. & Date</td><td colspan="5"></td></tr>
<tr><td rowspan="2">3.Type of Issue/Proposal (Tick on the relevant box)</td><td colspan="3">i. New course proposals</td><td rowspan="2">ii. New program introduction proposals</td><td rowspan="2">iii. Admission eligibility/criteria changes</td><td rowspan="2">iv. Any other</td></tr>
<tr><td>DC</td><td>DE</td><td>DP</td></tr>
<tr><td>4.Title of the Proposal</td><td colspan="5"></td></tr>
<tr><td>5.Background/Justification (brief, max. 100 words)</td><td colspan="5"></td></tr>
<tr><td>6. Specific Recommendation of DAC (exact resolution/ask for SPGC)</td><td colspan="5"></td></tr>
<tr><td rowspan="3">7. In case of a course proposal</td><td colspan="4">Whether the course proposal is in the approved format? (Yes/No)</td><td></td></tr>
<tr><td colspan="4">Whether the course proposal sent to all faculty members of the institute by DPGC Convener? If yes, write the date of circulation.</td><td></td></tr>
<tr><td colspan="4">Whether suggestions received (if any) incorporated in the proposal? (Yes/No)</td><td></td></tr>
<tr><td>8. Enclosures Attached [Attach the proposed matter separately with all relevant details and DAC minute, Copy of Circulation email (if any)]</td><td colspan="5"></td></tr>
</table>

Submitted by (Convener, DPGC):	Recommended by (Head of Department):
Signature: _____ Date: _____	Signature: _____ Date: _____

For Office Use (Office of the Dean, Academic):

Received on: ----------

SPGC Meeting to be placed in

SPGC meeting number _____Date of SPGC Meeting_____

Signature (Secretary, SPGC)

ADDITIONAL INSTRUCTIONS FOR PROPOSALS SEEKING INTRODUCTION OF A NEW PG/Ph.D. PROGRAM

(To be furnished in addition to the proforma overleaf, only where the matter concerns introduction of a new PG/Ph.D. program)

Where the proposal seeks introduction of a new PG/Ph.D. program, the Department must additionally furnish the following, to demonstrate the feasibility of commencing the program from the proposed session:

1. The proposed session (e.g., Monsoon 2027-28 etc) from which the program is intended to commence.

2. An implementation roadmap, indicating the semester/month-wise steps to be completed between the date of the proposal and the proposed commencement session, demonstrating the feasibility of commencing the program from that session.

3. The names of the faculty members available to teach each Departmental Compulsory (DC) course, and separately for each Departmental Elective (DE) course, of the proposed program, indicating whether each is currently on the rolls of the Department or is to be recruited.

4. The names of the laboratory experiments proposed to be conducted as part of the program's practical/laboratory courses.

5. The current availability of the equipment required for the experiments at (4) above; where any equipment is not currently available, the procurement plan and timeline for the same.

6. Course codes will be assigned by the Academic Section.

Note: Proposals for a new PG/Ph.D. program submitted without above details will be treated as incomplete and returned to the Department for resubmission, prior to being placed before SPGC.

Annexure 6.2

Guidelines for Conducting Examinations of PwD/DA Students

[Based on the RPwD Act, 2016 and the RPwD (Amendment) Rules, 2024]

1. **Compensatory time.** PwD students with benchmark disabilities who are eligible for a Scribe/Reader/Lab Assistant under item 2 shall be given compensatory time of at least 20 minutes for each hour of examination, whether or not they use a scribe.
    i. To receive it, an eligible student must apply on Form A18 to the Office of the Dean (Academic) within 10 days of physically joining the Institute.
    ii. For examinations shorter than an hour, compensatory time is given pro rata. It shall not be less than 5 minutes, and shall increase in multiples of 5 minutes thereafter.
2. **Scribe/Reader/Lab Assistant.** A Scribe/Reader/Lab Assistant shall be provided, on request, to any PwD student with a benchmark disability who has a limitation in writing, including writing speed, subject to the following: (a) The student shall apply on Form A18 to the Office of the Dean (Academic) within 10 days of physically joining the Institute, attaching a valid PwD certificate issued by the competent authority. (b) Students whose benchmark disability is not blindness, locomotor disability (both arms affected, BA) or cerebral palsy shall also submit Appendix-I, signed by the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government health care institution. (c) Students with blindness, locomotor disability (BA) or cerebral palsy need not submit **Appendix-I**. (d) The Institute maintains a common pool of scribes drawn from the technical staff of the academic departments. The department-wise list is notified by the Office of the Dean (Academic).
    i. An eligible student may choose a Scribe/Reader/Lab Assistant from this pool.
    ii. On the student's request, made through the Academic Section, the HoD shall release the staff member concerned.
    iii. If needed, the student may meet the scribe two days or more before the examination to check suitability. Such meetings take place during working hours, in the presence of Institute staff, on a date and time the Institute communicates in advance.

    (e) The scribe's qualification should not be higher than the level (UG/PG/Ph.D.) of the examination the student is taking. It must be at least matriculation. (f) A student may use different scribes for different courses, but only one scribe per course. (g) If the chosen scribe does not turn up after confirming, or cancels at short notice, the Institute may assign another scribe from the pool. (h) The scribe shall be paid an honorarium at the rate fixed by the competent authority, currently Rs. 200/- per hour. No separate TA/DA is payable[1]. (i) The Institute may video-record any examination in which a scribe is used. The recording may be kept for up to one month after the semester result is declared.
3. **Mode of examination.** As far as possible, students with benchmark disabilities shall be given a choice of mode: Braille, computer, large print, or recorded answers. The choice shall be indicated in Form A18.
4. **Computer-based examinations.** A student allowed to take the examination on a computer may check the system one day or more in advance, if required. Enabling accessories such as a special keyboard or customised mouse may be allowed on prior request, made in Form A18.
5. **Disability certificate.** A disability certificate issued by the competent medical authority anywhere in India shall be accepted. If needed, the Institute may have the claim examined by the medical board at the Institute Health Centre.
6. **Assistive devices.** On prior request in Form A18, PwD students may use assistive devices. These include a talking calculator (where calculators are allowed), Taylor frame, Braille slate, abacus, geometry kit, Braille measuring tape, and communication aids such as a communication chart and related electronic devices.
7. **Seating and papers.** Seating for PwD students, preferably on the ground floor, shall be arranged before the mid-semester/end-semester examinations begin. The time the question paper is handed out shall be recorded accurately, and supplementary sheets shall be supplied promptly.
8. **Accessible material.** As far as possible, the Institute shall provide reading material in Braille, as e-text, or on

computers with screen-reading software. Any online examination shall be in an accessible format; the web pages, question papers and other material shall meet the applicable international accessibility standards[2].

9. **Alternative questions.** Hearing-impaired students shall be given alternative objective questions in place of descriptive ones. Visually impaired students shall be given alternative questions in place of those requiring visual input. This is an exception to clause 6.8.1(c).
10. **Decision.** Based on the documents and information submitted in Form A18, a request may be accepted in full or in part, or rejected. The decision shall be sent to the student's Institute email ID.

Appendix-I and Form A18 are attached.

[1] Notification No. IITISM/DAC/818, dated. 11.09.2024
[2] Notification No. IITISM/DAC/908, dated. 18.06.2025

APPENDIX-I

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE

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.)

Annexure 6.3

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 cover	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 attentiontoallnewinformationandtothemainconclusions.Itshouldbef actual 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.

Please refer to the Institute's official website for the FORM (**PG5, PG9, PG10, PG11, PG12, PG13, PG14)**

Sample

TITLE OF THESIS

(In Capital Letter, Font – Times New Roman, Font Size - 24 Pts.)

BY

NAME OF THE CANDIDATE

(Admission No. XXXXXXXXXX)

(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

Annexure-7

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 come 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.
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/underload. • 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.

****