

M.Sc. / M.A. ORDINANCES, RULES AND REGULATIONS

[REVISED UP TO 114TH MEETING OF SENATE AND 82ND MEETING OF THE BOG]

ORDINANCES

1	All two-year M.Sc. and M.A. programmes offered by the Institute shall be governed by the M.Sc./M.A. Rules and Regulations.														
2	The M.Sc./M.A. rules and regulations shall be applicable to any new discipline(s) under these programmes that may be introduced in future.														
3	A student becomes eligible for the award of the M.Sc. / M.A. degree after fulfilling all the academic requirements and extra-academic activities as prescribed by the M.Sc. / M.A. Rules and Regulations.														
4	<p>The Institute shall have the following M.Sc./M.A. branches:</p> <table style="width: 100%; border: none;"> <tr> <td colspan="2"><u>M.Sc. Programme</u></td> </tr> <tr> <td style="width: 50%;">Branches</td> <td style="width: 50%;">Departments</td> </tr> <tr> <td>Physics</td> <td>Physics</td> </tr> <tr> <td>Chemistry</td> <td>Chemistry</td> </tr> <tr> <td>Mathematics and Computing</td> <td>Mathematics</td> </tr> <tr> <td colspan="2"><u>M.A. Programme</u></td> </tr> <tr> <td>Development Studies</td> <td>Humanities and Social Sciences</td> </tr> </table>	<u>M.Sc. Programme</u>		Branches	Departments	Physics	Physics	Chemistry	Chemistry	Mathematics and Computing	Mathematics	<u>M.A. Programme</u>		Development Studies	Humanities and Social Sciences
<u>M.Sc. Programme</u>															
Branches	Departments														
Physics	Physics														
Chemistry	Chemistry														
Mathematics and Computing	Mathematics														
<u>M.A. Programme</u>															
Development Studies	Humanities and Social Sciences														

RULES AND REGULATIONS

ACADEMIC CALENDAR

1.1	Each academic session is divided into two semesters of approximately eighteen weeks duration (with at-least seventy working days for classes in each semester): an odd semester (July -- December) and an even semester (December -- April).
1.2	The Senate approved schedule of academic activities for a session, inclusive of dates for registration, mid-semester and end-semester examinations, inter-semester breaks etc, shall be laid down in the Academic Calendar for the session.

CATEGORIES OF STUDENTS FOR M.Sc. / M.A. PROGRAMME

2.1	<p>The Institute shall admit M.Sc./M.A. students under the following category:</p> <p>REGULAR (FULL-TIME)</p> <p>These students will work full-time for their M.Sc./M.A. degree.</p> <p>SPONSORED (FULL-TIME)</p> <p>A candidate in this category is sponsored by a recognised R&D organisation, academic institution, governmental organization, NGO, development agency or industry for doing M.A. in the Institute on a full-time basis. The applicant must be a regular employee of his/her organization with at least two years of experience at the time of admission and be engaged in professional work in the discipline in which admission is sought. He / She will not receive any financial support from the Institute. Sponsorship letter must be attached with the application.</p>
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ADMISSION

3.1	The number of seats in each branch of the M.Sc./M.A. programme for which admission is to be made in the IIT Guwahati will be decided by the Senate of IIT Guwahati. Seats are reserved for candidates belonging to Other Backward Classes (OBC), Scheduled Castes (SC), Scheduled Tribes (ST), and physically challenged (PD) candidates as per the Government of India rules.
3.2	<p>Minimum eligibility criteria for admission to various M.Sc. programmes shall be as follows:</p> <p>M. Sc. Physics: A bachelor's degree (at least 10+2+3) with Physics as a major/honours subject and Mathematics as one of the other subjects with a minimum of 55% or 6.0 CPI in a scale of 10 in major/honours subject, without rounding off (50% or 5.5 CPI in a scale of 10, without rounding off, for SC/ST/PD candidates).</p> <p style="text-align: center;">OR</p> <p>A bachelor's degree (at least 10+2+3) with Physics as a subject for at least two years/four semesters and Mathematics for at least one year/two semesters with a minimum of 60% or 6.5 CPI in a scale of 10 in aggregate, without rounding off (55% or 6.0 CPI in a scale of 10, without rounding off, for SC/ST/PD candidates) .</p> <p>M. Sc. Chemistry: A bachelor's degree (at least 10+2+3) with Chemistry as a major/honours subject and Mathematics and Physics as other subjects, with a minimum of 55% or 6.0 CPI in a scale of 10, without rounding off, in major/honours subject (50% or 5.5 CPI in a scale of 10, without rounding off, for SC/ST/PD candidates).</p> <p style="text-align: center;">OR</p> <p>Candidates having a bachelor's degree (at least 10+2+3) <i>without (Major/Honours)</i> must have the concerned degree with (a) <i>Chemistry as a subject for three years/six semesters</i>, (b) <i>minimum 2(Two) courses in Mathematics</i>, (c) <i>minimum 2(Two) courses in Physics</i>, and (d) <i>minimum 60% aggregate marks or 6.5 CPI in a 10-point scale, without rounding off (55% marks or 6.0 CPI in a 10-point scale, without rounding off, for SC/ST/PD candidates)</i>.</p> <p>M. Sc. Mathematics and Computing : A bachelor's (at least 10+2+3) degree <i>with</i> major/honours in Mathematics and a minimum of 55% marks or 6.0 CPI on 10-point scale, without rounding off (50% marks or 5.5 CPI on 10-point scale, without rounding off, for SC/ST/PD candidates) in major/honours only</p> <p style="text-align: center;">OR</p> <p>A bachelor's (at least 10+2+3) degree* <i>without</i> major/honours in Mathematics but with Mathematics as a subject for two years/four semesters and a minimum 60% aggregate marks or 6.5 CPI on 10-point scale, without rounding off (55% aggregate marks or 6.0 CPI on 10-point scale, without rounding off, for SC/ST/PD candidates).</p> <p>* (including major/honours in Computer Science/Statistics)</p>
3.3	<p>Minimum eligibility criteria for admission to M.A. shall be as follows:</p> <p>A Bachelor's (10+2+3) degree (Major/Honours) or equivalent from a recognized University, in any discipline, with a minimum of 50% marks or 5.5 CPI in a 10-point scale (45% marks or 5.0 CPI in a 10-point scale for SC/ST/PD candidates) in major/honours only.</p> <p style="text-align: center;">OR</p> <p>Candidates having Bachelor's (10+2+3) degree <i>without (Major/Honours)</i>, must have the concerned degree with a minimum 50% aggregate marks or 5.5 CPI in a 10-point scale for General/OBC category candidates and a minimum 45% aggregate marks or 5.0 CPI in a 10-point scale for SC/ST/PD category candidates.</p>

	<p>Eligibility for Sponsored (Full-Time) M.A. candidates:</p> <p>Same as for "REGULAR" candidates, but also fulfilling additional conditions specified for Sponsored (Full-Time) candidates, as indicated under para 2.1 above.</p>
3.4	If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Dean of Academic Affairs may revoke the admission of the candidate and report the matter to the Senate.
3.5	The Institute reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his/her career on the grounds of unsatisfactory academic performance or on disciplinary grounds. The criteria for the former will be governed by these Rules and Regulations, while the criteria for the latter will be governed by the Rules and Regulations of the Ordinance on Code and Conduct of Students .
RESIDENCE	
4.1	The institute is wholly residential and all students shall be required to reside in, and be members of a hostel to which they are assigned at the time of registration.
4.2	Under special circumstances, the Director may permit a student to reside with his/her Parent/Guardian in the Institute Campus or within a reasonable distance from the Institute. Such a student shall, however, be attached to a hostel and will be required to pay seat rent according to rules, and Hostel establishment charges fixed by the Hostel Affairs' Board. However, this permission may be withdrawn at the discretion of the Institute, at any time considered appropriate by it, without assigning any reason.
4.3	No married accommodation shall be provided to any student of the postgraduate courses.
4.4	All students must abide by the rules and regulations of the hostel as may be framed from time to time by the Hostel Affairs' Board.
ATTENDANCE	
5.1	<ul style="list-style-type: none"> a) Students are required to attend all the classes (Lectures, Tutorials/Studios, Laboratories, Practical, Workshops etc) for which they have been registered. b) Students will have to attend all classes. A student will be debarred from appearing in an end-semester examination if his/her attendance falls below 75 percent and will be awarded an "F" grade in that course. c) A student will not be awarded certificate in Extra Academic activities if his/her attendance falls below 75 percent.
LEAVE OF ABSENCE	
5.2	<ul style="list-style-type: none"> a) If the period of leave is for a short duration (less than two weeks), prior application for leave shall have to be submitted to the Head of the Department concerned stating fully the reasons for the leave requested for along with supporting document(s). Such leave will be granted by the Head of the Department. b) Absence for a period not exceeding two weeks in a semester due to sickness or any other unavoidable reasons for which prior application could not be made may be condoned by the Head of the Department provided he/she is satisfied with the explanation. c) If the period of absence is likely to exceed two weeks, a prior application for grant of leave will have to be submitted through the Head of the Department to the Dean of Academic Affairs with supporting documents in each case; the decision to grant leave shall be taken by the Dean of Academic Affairs on the recommendation of the Head of the Department. d) Field visits relating to Project Works of M.A. programme, if required, shall be considered as Academic Leave, subject to the condition that proposals for such field visits are recommended by the Head of the Department and approved by the Dean of Academic Affairs. e) The Dean of Academic Affairs may, on receipt of an application also decide whether the student be asked to withdraw from the course for that particular semester because of long absence.

	f) The leave of absence as per Clauses 5.2 (a) to 5.2 (c) will not be condoned for attendance.
5.3	It will be the responsibility of the student to intimate the Warden of the hostel in which he/she is residing, and the concerned instructors regarding his/her absence before availing the leave.
5.4	In exceptional circumstances, the Dean of Academic Affairs in consultation with the Chairman, Senate may relax any of the above requirements.
CONDUCT AND DISCIPLINE	
6.1	Students shall conduct themselves within and outside the precincts of the Institute in a manner befitting the students of an institution of national importance. The Institute has a separate ordinance Code and Conduct of Students which is applicable to all students of the Institute.
COURSE STRUCTURE	
7.1	Teaching of the courses shall be reckoned in credits; Credits are assigned to the courses based on the following general pattern: <ul style="list-style-type: none"> • Two credits for each lecture period • Two credits for each tutorial period • One credit per hour for each Laboratory or Practical or Seminar or Project session.
7.2	In order to qualify for a M.Sc./M.A. degree of the Institute, a student is required to complete the credit requirement as prescribed in the curriculum for a particular programme. The credit requirements for a programme will be in the range of 155-175 credits.
7.3	No semester will normally have more than six lecture based courses and four laboratory courses. However, in special cases, students may be permitted to take seven lecture-based courses subject to the recommendation of Faculty Advisor and approval of Departmental Postgraduate Programme Committee (DPPC). The composition, tenure and functions of DPPC, are indicated at Annexure-I .
7.4	Every M.Sc./M.A. Programme will have a curriculum and syllabi for the courses approved by the Senate. DPPC will discuss and recommend the syllabi of all the postgraduate courses offered by the department from time to time before sending the same to the Institute postgraduate Programme Committee (IPPC). The IPPC will consider the proposals from the departments and make recommendations to the Senate for consideration and approval. For all approved courses, the copyright will be with IIT Guwahati.
7.5	Medium of instruction, examination and project reports will be in English.
7.6	Faculty Advisor: To help the students in planning their courses of study and getting general advice on the academic programme, the concerned department will assign a Faculty Advisor(s) for each batch of students.
REGISTRATION	
8.1	Every student is required to register for approved courses through the assigned Faculty Advisor at the commencement of each semester on the day fixed for such registration and notified in the Academic Calendar. The Dean Academic Affairs may cancel the registration of one or more courses if they are found to violate some rules or if there are restrictions imposed due to disciplinary reasons.
8.2	Students who do not register on the day announced for the purpose may be permitted late registration up to the notified day in the Academic Calendar on payment of an additional fee.

8.3	<p>Only those students will be permitted to register who have:</p> <ul style="list-style-type: none"> a) cleared all Institute, Hostel and Library dues and fines (if any) of the previous semesters, b) paid all required advance payments of Institute and Hostel dues for the current semester, and c) not been debarred from registering on any specific ground.
8.4	<p>During registration following conditions must be fulfilled:</p> <ul style="list-style-type: none"> a) A student must have obtained a minimum CPI of 5.0. b) Normally, the number of credits registered for during a semester should not be less than 30 credits and should not exceed 50 credits. The L-T-P loading for a semester should not exceed 30 contact hours per week.
8.5	<ul style="list-style-type: none"> a) Students obtaining grade 'F' in any compulsory subject in any semester may clear it in the subsequent summer term examination or must repeat it in the next appropriate semester when it is offered. b) Those who obtain grade 'F' in an elective subject may similarly clear the backlog in the summer term examination or, alternatively, register for any elective subject from within the same group of electives offered in the next semester. c) In case of failure in Laboratory/Practical subject the student will have to re-register for it in the next appropriate semester.
8.6	<p>A student who obtains a CPI lower than 5.00 with grade 'DD' in some subjects or grade 'F' in some subjects may be permitted by the Dean of Academic Affairs on the recommendations of the DUPC to repeat one or more DD graded subjects along with the failed subjects, provided, the subject(s) is /are being offered therein.</p>
8.7	<p>When a student re-registers for a subject, in accordance with clause 8.5 and clause 8.6 above, his/her new grade will be used for SPI calculation, whereas for CPI calculation, the better of the two grades (the old and the new) of that subject will be considered.</p>
8.8	<p>Students may add and drop subject(s) with the concurrence of the Faculty Advisor, and under intimation to the concerned course instructors and the academic section provided this is done within the date mentioned in the Academic Calendar and as per the conditions given in clause 8.4 above.</p>
SUMMER TERM COURSE	
9.1	<p>A summer term course may be offered by a department on the recommendation of DUPC and with the approval of the Dean of Academic Affairs. A student shall be allowed to register for a maximum of two courses during a summer term.</p>
9.2	<p>Summer term courses will be announced by the Academic Affairs Office at the end of the even semester before the commencement of the end semester examination. A student will have to register for summer term courses by paying the prescribed fees within the stipulated time in the announcement.</p>
9.3	<p>The total number of contact hours in any summer term course will be the same as in the regular semester course. The assessment procedure in a summer term course will also be similar to the procedure for a regular semester course.</p>
DURATION OF THE PROGRAMME	
10.1	<p>Normally a student should complete all the requirements for M.Sc./M.A. programme in four semesters.</p> <p>However, academically weaker students who do not fulfill some of the requirements in their first attempt and have to repeat them in subsequent semesters may be permitted up to 6 consecutive</p>

semesters (from the first semester registration) to complete all the requirements of the degree.

TEMPORARY WITHDRAWAL FROM THE INSTITUTE

- 11.1 A student who has been admitted to a M.Sc./M.A. programme of the Institute may be permitted to withdraw temporarily from the Institute on the grounds of prolonged illness or grave calamity in the family for a period of one semester or more, provided:
- he/she applies to the Institute within at least 6 weeks of the commencement of the semester or from the date he last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of his/her guardian.
 - the Institute is satisfied that, counting the period of withdrawal, the student is likely to complete his/her requirements of the M.Sc./M.A. Degree within the time limits specified in Clause 10 above.
 - there are no outstanding dues or demands in the Institute/ Hostel /Department/ Library.
- 11.2 A student who has been granted temporary withdrawal from the Institute under the provisions of Clause 11.1 will be required to pay fees/charges (except tuition fees and hostel dues) till such time as his/her name is on the Roll List. However, fees once paid will not be refunded.
- 11.3 Normally, a student will be permitted only one such temporary withdrawal during his/her tenure as a student of the postgraduate programme.

TERMINATION FROM THE PROGRAMME

- 12.1 A student is required to leave the Institute on the following grounds:
- If a student fails to secure a CPI of 5.0 at the end of any semester. However, a student securing a CPI below 5.0 may be allowed to continue in the following semester on the recommendation of DPPC and with the approval of IPPC. Subsequently the student will be issued a warning. Students who secure a CPI below 5.0 in two consecutive semesters will not be allowed to continue in the postgraduate programme.
 - If a student is absent for more than 6 (six) weeks in a semester without sanctioned leave his/her name will be struck off the rolls.
 - A student may also be required to leave the Institute on disciplinary grounds.
 - On having been found to have produced false documents or having made false declaration at the time of seeking admission.
 - On having been found to be pursuing regular studies and/or correspondence courses (leading to degree or diploma) in any other college, university or an educational institution.
 - On having been found to be concurrently employed and performing duty or carrying out business in contravention to academic schedules of the Institute and without approval from the Institute.

GRADING SYSTEM

13.1 Based on the performance of a student, each student is awarded a final letter grade in each subject at the end of the semester. The letter grades and the corresponding grade points are as follows:

<u>Grade</u>	<u>Grade Point</u> (Applicable up to Jan-April 2015 Semester)	<u>Grade Point</u> (Applicable from July-Nov 2015 Semester onwards)
AS	-	10 (Outstanding)
AA	10	10 (Excellent)
AB	9	9
BB	8	8
BC	7	7
CC	6	6
CD	5	5
DD	4	4
F	0	0

13.2 A student is considered to have completed a subject successfully and earned the credits if he secures a letter grade other than I, X or F in that subject. A letter grade F in any subject implies a failure in that subject.

13.3 **The Transitional Grades I and X**

- a) The teacher of a subject may award the grade 'I' to a student if the latter was compelled to absent himself from the end semester examination on account of: (i) Illness or accident which disabled him from appearing at the examination. (ii) A calamity in the family at the time of the examination, which, in the opinion of the Institute, required the student to be away from the campus.
A student will be eligible for the award of grade 'I' only if his/her attendance at classes and performance in other components of assessment are complete and satisfactory.
- b) The teacher of a subject may award the grade 'X' to a student if the overall performance of the student in the course is good, but is likely to get grade 'F' based on his/her end semester examination.
- c) All 'I' and 'X' grades awarded by teachers must be converted by them to appropriate letter grades and communicated to the Academic Section (through Head of the Department) within two days of the respective make up examination. Any outstanding 'I' and 'X' grades two days after the last scheduled make up examination will be automatically converted to an 'F' grade.

13.4 A Semester Performance Index (SPI) will be computed for each semester. The SPI will be calculated as follows:

$$SPI = (C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \dots + C_n * G_n) / (C_1 + C_2 + C_3 + \dots + C_n)$$

where, n is the number of courses registered during the semester,
 C_i is the number of credits allotted to a particular course, and
 G_i is the grade points corresponding to the grade awarded for the course.

13.5 A Cumulative Performance Index (CPI) will be computed at the end of each semester and communicated to the students along with the SPI and the grades obtained by them for that semester.

The CPI gives the cumulative performance of the student from the first semester up to the end of the semester to which it refers, and will be calculated as follows:

$$CPI = (C_1 * G_1 + C_2 * G_2 + C_3 * G_3 + \dots + C_m * G_m) / (C_1 + C_2 + C_3 + \dots + C_m)$$

where, m is the number of courses registered up to that semester,
 C_i is the number of credits allotted to a particular course, and

	<p>G_i is the grade points corresponding to the grade awarded for the course.</p> <p>Whenever a student repeats or substitutes a course in any semester, the lower grade(s) obtained by him/her in the course is to be ignored in the computation of CPI from that semester onwards.</p>
13.6	Both SPI and CPI will be rounded off to the second place of decimal and recorded as such. Whenever these CPI are to be used for the purpose of determining the merit ranking of a group of students, only the rounded off values will be used.
13.7	When a student gets the grade 'I' or 'X' for any course during a semester, the SPI for that semester and the CPI at the end of that semester will be tentatively calculated ignoring 'I' and 'X' graded course(s). After conversion of 'I' and 'X' grade(s) to appropriate grade(s), the SPI and CPI for that semester will finally be recalculated after taking the converted grade(s) into account.
13.8	The faculty advisor may permit a student to register for an audit course provided the course instructor allows auditing a course. Students auditing a course and satisfying minimum attendance criteria of 75% shall be awarded the grade "AU". The audit course and the grade "AU" shall not carry any credits and grade points.
ASSESSMENT OF PERFORMANCE	
14.1	<p>There will be continuous assessment of a student's performance throughout the semester and grades will be awarded by the teacher concerned or the appropriate committee appointed for this purpose on the following basis.</p> <ol style="list-style-type: none"> a) In case of <ol style="list-style-type: none"> i. Theoretical subjects, the evaluation will be based on instructors assessment, quizzes, mid semester examination and end semester examination, and ii. Sessional subjects (Laboratory/Design/Drawing/Studio/Workshop etc.), the evaluation will be on the basis of attendance, assessment of the tasks assigned and end semester test/viva. b) The evaluation of the project work will be based on sessional work assigned by the supervisor, seminar, project report and project evaluation committees' assessment (also see Clause 14.2 below). c) The mid-semester and end-semester examination will be conducted centrally by the Academic Section of the Institute every semester. Every theory course must have a mid-semester and an end-semester examination. The durations of the examinations will be 2 hours and 3 hours respectively. No course can have an examination of shorter durations. The class-tests or quizzes will be organized by the instructor concerned. d) The weightage assigned to different components of assessment will be announced by the concerned instructor(s) in the beginning of the semester. e) The results of performance of the students in the mid-semester examination shall be announced by the instructors. The instructors should workout following points for returning evaluated mid-semester answer scripts: <ol style="list-style-type: none"> i. for spot verification by students, the evaluated answer scripts shall be made available during one of the lecture classes/lab classes/tutorials or during a special session, as may deemed fit by the instructor; ii. at least a week ahead of the notified time-schedule for verification of answer scripts by the students, individual course instructor(s) may display the model answers relating to the question paper, through website for information to the students; iii. students shall point out discrepancies in the evaluation by the instructor, if any, on the spot; iv. after conclusion of the spot verification of answer scripts, the students shall be allowed to carry their answer scripts; and no claim whatsoever shall be entertained afterwards. v. All instructors should report to their respective Heads of the Department/Centre about showing of evaluated answer scripts to the concerned students by the stipulated date set for the purpose in the academic calendar. vi. The concerned Head of the Department/Centre in turn shall send their respective reports on the subject to the Dean of Academic Affairs, within 7 (seven) days from

	<p>the scheduled last date for showing evaluated answer scripts to the students.</p> <p>f) The final grades for a subject must be submitted after the end-semester examination by the concerned instructor(s) to their Head of the Department for onward transmission to the Deputy/Assistant Registrar (Academic) within the date stipulated in the academic calendar.</p>
14.2	<p>Evaluation of Projects:</p> <p>a) The project work is normally in two stages, each spread over a semester. At the end of the first stage, the student is required to submit a report of his/her work by a prescribed date to the Secretary, DPPC and present it to an Internal Project Evaluation Committee. The second stage of the work is continued in the following semester.</p> <p>b) Those who fail in the first stage assessment will be required to re-register for the first stage in the following semester. Likewise, those who obtain an 'F' grade in the final (second stage) assessment will be required to re-register for it in a subsequent semester (including a summer semester).</p> <p>c) For final stage project, the Chairman, DPPC will constitute Project Evaluation Committee(s) comprised of faculty members from the department and one member from outside the department or external expert. The DPPC Secretary/ Project Coordinator will inform students for submission of reports within stipulated time as per academic calendar. Unbound, typed copies of the project report according to the prescribed format of the Department will be submitted by students to the Department at least one week before the probable date of oral examination.</p> <p>d) The Department will record the date of submission of the project and arrange to send the project reports to the examiners. The DPPC Secretary/Project Coordinator will inform the date of the oral examination to the examiners and send a copy to the academic section. The project will be evaluated by the Project Evaluation Committee and the result will be submitted to the DPPC Secretary/Project Coordinator, who in turn will forward it to the Academic Section. On successful completion of the oral examination, each student will be required to submit corrected bound copy of the project report one each to the department and the supervisor(s).</p> <p>e) Extension of time usually not exceeding 3 months from the announced last date for submission of the project report may be granted by the DPPC in the case of students with insufficient progress in the project work. In such a case the concerned students will be temporarily awarded 'I' grade. Further, if the reports are not submitted within the allowed period of time, the 'I' grade will be automatically converted to 'F' grade.</p>
METHOD OF AWARDING LETTER GRADES	
15.1	The instructor(s) shall submit two copies of letter grades to the concerned Head of the Department, by the due date specified in the Academic Calendar. The Head of the Department will forward all grades to the Academic Section by the due date specified in the Academic Calendar.
15.2	All evaluated work in a subject except end semester answer scripts will be returned to the students promptly. End semester examination answer scripts and the sheet containing details of marks converted to grades, shall be preserved by the teacher(s) concerned for a period of one semester.
15.3	Changes in Grades Already Awarded: If a student feels that he/she has not been awarded a deserving grade in a course, he/she may request the instructor of the course within one week of the start of the next semester, to show him/her the end-semester answer script in order to ensure that all the questions have been evaluated properly. In case of any change in grade, the same with due justification has be communicated by the Instructor to the Dean of Academic Affairs through the Head of the Department.
EXAMINATIONS	
16.1	In assessing the student's attainment in subjects (Theory, Laboratory, Studio and Sessional), seminars, project work etc., the system of continuous assessment is adopted by the Institute. In

	conformity with this practice, there will be one mid semester examination and an end semester examination for every theoretical subject -- in addition to the instructors' assessment and quizzes etc.
16.2	<p>A student may be debarred from appearing in the end semester examination due to the following reasons:</p> <ul style="list-style-type: none"> a) If any disciplinary action is taken against him/her. b) On recommendation of a teacher, if <ul style="list-style-type: none"> i. his/her attendance in the Lecture/Tutorial/Studio/ Practical classes has not been satisfactory during the semester, and/or, ii. his/her performance in the sessional work done during the semester has been unsatisfactory.
MAKE-UP EXAMINATIONS	
17.1	Students who have missed an end-semester examination on valid reasons and have been awarded "I" grade are eligible for a make-up examination. They should make an application to the Dean of Academic Affairs through the Instructor/HOD within seven days from the date of the examination missed explaining the reasons for their absence.
17.2	No make-up examination will be scheduled for the mid-semester examination and quizzes. It is entirely up to the instructor to ascertain the proficiency of the student by whatever means considered appropriate to him/her if he/she is satisfied of the bonafides of the case.
17.3	Official permission to take a make-up examination will be given under exceptional circumstances such as admission to a hospital due to illness and a calamity in the family at the time of examination. Students residing in the hostels should produce a medical certificate issued by the Institute Medical Officer only. Students who are permitted to stay outside the campus or who have been authorised to be away from the Institute should produce a medical certificate from a Medical Officer not below the rank of a Civil Surgeon and endorsed by the Institute Medical Officer. Certificates from private medical practitioners will not be accepted. The Dean of Academic Affairs can use his/her discretion in giving permission to a student to take a make-up examination.
17.4	Students who are awarded "X" grade by the teachers are also eligible for the make-up examination.
17.5	Make-up examination will be held as per dates notified in the Academic Calendar. Make-up examinations at any other time can be held only with the permission of the Dean of Academic Affairs.
WITHHOLDING OF GRADES	
18.1	Grades shall be withheld when the student has not paid his/her dues or when there is a disciplinary action pending against him/her.
ELIGIBILITY FOR THE AWARD OF M.Sc./M.A. DEGREE	
19.1	<p>A student shall be declared to be eligible for the award of M.Sc./M.A. degree if he/she has</p> <ul style="list-style-type: none"> a) completed all the credit requirements for the degree with grade DD or higher grade in each of the subjects (Theoretical, Laboratory, Workshop, Sessional etc), Seminar, Project etc; b) obtained a CPI of 5.0 or more at the end of the semester in which he/she completes all the requirements for the degree; c) no dues to the Institute, Department, Hostels, Library; and d) no disciplinary action is pending against him/her.
19.2	The award of M.Sc./M.A. degree must be recommended by the Senate and approved by the

Board of Governors of the Institute.

Annexure I**DEPARTMENTAL POSTGRADUATE PROGRAMME COMMITTEE (DPPC)****Composition:**

(i)	Head of the Department (ex-officio)	Chairman
(ii)	Six faculty members to be nominated by the HOD of which one will be nominated by the HOD as the member secretary.	Members
(iii)	One faculty member from another department. The department will be chosen by the committee. The faculty member from the chosen department will be nominated by the HOD of that department.	Member
(iv)	For a department, one student with CPI NOT less than 7.5 to be elected by the M Tech/M Des/MA/M.Sc. students and one student to be elected by the Ph.D. students of the second year or higher.	Members

Tenure :

Two years for faculty members and one year for student members.

Functions :

(i)	To oversee the conduct of all postgraduate courses of the department.
(ii)	To ensure academic standard and excellence of the courses offered by the department.
(iii)	To discuss and recommend the syllabi of all the postgraduate courses offered by the department from time to time before sending the same to the Institute Postgraduate Programme Committee (IPPC)
(iv)	To consider any matter related to the postgraduate programme of the department.

INSTITUTE POSTGRADUATE PROGRAMME COMMITTEE (IPPC)**Composition :**

(i)	Dean of Academic Affairs (ex-officio)	Chairman
(ii)	DPPC Secretaries of all departments.	Members
(iii)	DR (Academic) or AR (Academic)	Non-Member secretary

Tenure :

Two years.

Functions :

(i)	To oversee the conduct of all postgraduate courses of the Institute.
(ii)	To consider the proposals from the departments/academic centers and make recommendations to the Senate for consideration and approval.
(iii)	To issue guidelines to various departments/academic centers on evaluation pattern of the courses/projects/thesis to maintain uniformity.
(iv)	To consider and recommend the assessment procedure to be adopted by various departments/academic centers.
(v)	To consider and recommend any other matter concerning the postgraduate programme of the Institute.